

SOUTHBANK CENTRE

Job Description

Post: Trusts & Foundations Executive

Department: Development

Reports To: Head of Project Funding

Closing Date: 1 September 2024

Salary: ca. £31,000

Southbank Centre

We are Europe's largest arts centre and the UK's fifth most visited attraction, occupying an 11-acre site that sits in the midst of London's most vibrant cultural quarter on the South Bank of the Thames. Our focus, as a charity, is to remain innovative, bold and experimental in what we do and to be highly relevant to the artists we want to work with and to the audiences we want to attract as well as to our current and future employees. We remain committed to creating a place where as many people as possible can come together to experience bold, unusual, entertaining and eye-opening work.

We present work for everyone and we welcome applications from everyone. By attracting people to work for us from a broad range of backgrounds with diverse attitudes, opinions and beliefs, we can continue to look at the world with fresh eyes and find new ways of doing things.

About the role and the team:

We are a small, but very dynamic Grants team committed to securing support for the full range of Southbank Centre's vibrant arts, creative engagement and public programming projects, as well as for large scale strategic initiatives, festivals and capital works. Recent significant bids have included to the Arts Council of England for a groundbreaking new multi-artform orchestral festival being launched next year, and to the Garfield Weston Foundation for our fantastic Schools programme inspiring and engaging children and young people across London and beyond.

Our team is made up of the Head of Project Funding, who line manages the Trusts & Foundations Manager and the advertised Trusts and Foundations Executive role. We have a friendly, supportive and trusting team culture and one of the most enjoyable parts of our work is that we get to collaborate with so many other teams across the organisation. We're looking for someone with some experience of fundraising from trusts & foundations in any context. You'll need to be comfortable taking on responsibilities that range from team admin, through liaising across teams to gather information and craft compelling reports and applications, to prospect research and maintaining relationships with funders both in writing and at face to face meetings and events.

If you enjoy getting into the nitty gritty of managing and presenting information, feel you have strong communication skills, particularly in writing persuasive cases for support, and want to support a world-leading arts institution in its mission to democratise arts & culture for everyone from anywhere, we'd love to hear from you!

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Main Responsibilities:

Supporting Grants Fundraising

- Manage an agreed portfolio of existing and prospect funders, delivering best practice stewardship and cultivation.
- Make funding applications in agreement with the Head of Project Funding
- Support the Head of Project Funding and the Trusts and Foundations Manager in preparing larger, complex bids for activities, strategic and capital projects.
- Hold the overview of reporting requirements and deadlines for the Grants team, gather relevant information and prepare reports in accordance with grant guidelines.
- Manage a funder comms plan in consultation with the Grants team.
- Build relationships across Southbank Centre that support the gathering and sharing of information necessary for grants fundraising, including compiling budgets and financial reports, in a timely manner

Leading on Prospect Research for the Grants team

- Manage a programme of proactive research and monitoring to ensure team members are aware of new funding sources and opportunities from Trusts, Foundations and public funders.
- Prepare relevant prospect lists and detailed research profiles drawing information from a wide range of credible sources in response to briefings provided by members of the grants team.
- Be an active member of the wider Development Team research group, led by the Research and Operations Executive to support cross-team strategic research projects and due diligence.
- Build an awareness of wider trends in fundraising and the arts and cultural sector and report back to the Grants team on relevant issues.

Administration for the Grants team

- Support the maintenance of accurate funder records on our database Tessitura to ensure funder communications, approaches, successes and rejections, and income received are up to date.
- Maintain grants function tools (e.g. Bid and Report trackers, Grant Summaries), to ensure planned activity and deadline information is up to date and shared with Artforms, Finance and MarComms.
- Prepare invitation lists and guest briefing notes for a range of cultivation events in collaboration with the wider Development team and the Events & Stewardship Assistant.
- Represent and help the Development team and Southbank Centre at a range of events as required.

Other

- Undertake any other duties as reasonably requested by your line manager or Department Director.
- Is able to demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of the Southbank Centre as a whole and in the work of this particular job.

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Key Skills that would help you in this role:

- Experience of persuasive writing and an understanding of how this could be applied in a fundraising context
- Transferable research and analytical skills
- Effective interpersonal skills to support relationship building internally and externally
- Able to demonstrate effective communications skills, both verbally and in writing, with experience across a range of diverse audiences.
- Good numeracy skills with the ability to present budgets clearly
- Ability to prioritise effectively and work to tight deadlines
- Able to demonstrate effective project management skills
- Strong administrative skills including good attention to detail and the ability to use software to support record-keeping

If you feel that your skills and experience do not fully meet the criteria as listed in the Job Description but that you have other relevant skills and experience that would support you in this role, please do apply and note these in your application.

At the Southbank Centre we believe in:

Creating welcoming spaces

- Because upholding respect, safety and belonging is at the heart of vibrant teams and communities.
- This means us all taking responsibility for shaping and protecting a kind, compassionate and inclusive environment for others.

Making wonderful experiences together

- Because we all contribute to amazing artistic moments at the Southbank Centre.
- This means us all understanding and valuing the different parts we play in creating enjoyment and success.

Sparking new thinking

- Because different views and thought-provoking conversations inspire innovation, learning and growth.
- This means everyone having a desire to learn and being open to evaluating how they think and work.

Benefits & Perks:

As well as working at one of London's most popular and exciting sites the successful candidate will also benefit from the following:

- A min 5% employer's pension contribution (rising to 9% depending on your employee contribution), from day 1 of employment

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- 28 days annual leave, plus bank holidays (pro-rata for part time employees)
- Hybrid working model (3 days office working, anchor day on Thursday - 2 days from home)
- Enhanced sick pay
- Enhanced family leave benefits
- Up to 30% discounts at onsite retail, food and beverage vendors
- Staff ticket offers for Southbank Centre events
- Free entry to Hayward Gallery
- Free/discounted entry with other reciprocal organisations
- Free staff yoga
- Free access to emotional support from a confidential specialist Employee Assistance Programme available 24/7
- Season ticket loan
- Cycle to work scheme