



Theatr  
Clwyd

## Giving Manager Recruitment Pack

# Welcome

We are very proud of the incredible work that has been made at Theatr Clwyd in its 44 history and are delighted that you are considering joining our company.

It is an exciting time to join the team as we embark on our capital redevelopment, with work due to start in 2022. We will transform our home to become a hub for the community, with dedicated youth hub, health and wellbeing spaces and areas to support our amazing theatre-making teams ensuring Theatr Clwyd is here for future generations, and that we strive towards our mission in all that we do – *To make the world a happier place, one moment at a time.*

We hope you are excited to find out more about this vacancy and can't wait to meet you.

Best Wishes



**Tamara Harvey**  
Artistic Director



**Liam Evans-Ford**  
Executive Director







## About us

Theatr Clwyd is a cultural hub, producing world-class theatre in the hills of North Wales. Since 1976 we have been serving our communities and delivering the highest quality theatre and arts experience for the people of North Wales and beyond.

Our mission is increasingly important to us in all that we do.

*To make the world a happier place, one moment at a time.*

We are fortunate enough to be one of very few theatres in the UK to build sets, make costumes, paint scenery and create props inhouse. These essential theatre making skills ensure that we can push theatrical boundaries to create stunning shows from the seed of a writer's imagination. Since 2018 this has been recognised by the theatre industry with awards from UK Theatre, The Stage and the Olivier's.

The development of theatre makers in our community is key to sustaining Wales and the UK's cultural sector. We have spaces for writers and companies dovetailed with technical apprenticeships and trainee directors to create a building which supports emerging creatives in developing artistic excellence.

We use our skills to underpin social transformation in our communities. We creatively address social and educational challenges such as youth justice while bridging social and economic divides. We recognise the immediate impact and long term benefits the arts can provide to aid psychological and physical wellbeing. We collaborate with Wales' largest NHS health board and local social services to meet the challenges facing health and social care by supporting our communities.

We have a recent annual turnover of around £7m and are funded by a combination of Arts Council Wales, Flintshire County Council, box office ticket sales, commercial income and fundraising from individuals, trusts and foundations and corporate sponsorship

# Job Description

Contract Type:	<b>Fixed Term</b> <b>Minimum Period of 9 months but could be up to 12 months</b>
Hours:	<b>37 hours per week</b> <b>Although additional hours may be necessary in order to fulfil the post's requirements</b>
Grade:	<b>TC02</b>
Salary Range:	<b>£27,741 - £32,234</b>
Team:	<b>Communications &amp; Giving</b>
Responsible to:	<b>Communications &amp; Giving Director</b>
Responsible for:	<b>Communications and Giving Assistant</b>
Work Location:	<b>Home working with some travel across UK and to Theatr Clwyd</b>

## Purpose of the Role

The Giving Manager is responsible for creating and delivering an innovative and ambitious development plan to identify, cultivate and secure funding through individual, corporate and trust & foundation sources.

Directly supporting the Capital Campaign and linked to the overall strategy of the Communications and Giving Team, the Giving Manager will play a key role in securing significant capital funding as well as income towards project and core budgets. They will work closely with the Capital Campaign Director, the Communications and Giving Director, Communications and Giving Assistant and Communications and Giving Co-ordinator in ensuring that our fundraising is holistic across our full range of activities and programmes

## Duties and Responsibilities

### General

- A key leader and voice in the Communications & Giving team.
- To ensure that all managed staff work effectively and efficiently with clear prioritisation to achieve organisational goals.

### Financial

- To monitor and assess fundraising targets, goals & projections in collaboration with the Capital Campaign Director the Communications & Giving Director.

- To manage fundraising campaigns and ensure they are spent effectively.

### Strategic

- To be a key contributor to the Communications and Giving Strategy.
- To develop the Friends giving scheme and, with the Capital Campaign Director, to devise and implement opportunities for individuals to support at higher level.

### Giving

- Proactive external networking to seek opportunities for sponsorship, giving, project funding and partnerships.
- To collaborate cross-departmentally to seek opportunities for funding including across creative engagement and productions and to proactively ensure that giving opportunities are regularly identified.
- To work collaboratively with the Communications and Giving Co-ordinator to create a wealth of assets across both digital and non-digital platforms to support giving across the organisation.

### Individual Relationships

- Develop and build a strong prospect list for Capital giving.
- Identify and implement cultivation and stewardship plans for potential mid and high-level prospective donors.
- Identify or create, and use internal events, productions and/or digital engagement mechanisms as opportunities to develop the strength of relationship between Theatr Clwyd and prospective donors.
- Collaborate closely with the Communications and Giving Assistant on membership, identifying ways to expand our knowledge of our audience and potential future donors.

### Corporate Relations

- To develop and implement a corporate engagement plan to attract sponsorship, partnership and professional networking opportunities.
- To research and identify new corporate & business partners, staging introductions through events and meetings and establishing appropriate objectives and routes to outcomes.
- To manage existing corporate partners, fulfilling existing agreements and seeking renewals of ending relationships.

### Trust and Foundation Relations

- To research trusts and foundations, assess their strategic importance and how we might access their funding and seek opportunities to apply for funding.



- Work collaboratively with all Theatr Clwyd staff (but in particular with Senior Management) to develop fundable, profile raising proposals that meet the organisations key objectives.
- To ensure that all funding agreements are appropriately acknowledged and Theatr Clwyd and the relevant staff fulfil the requirements of those agreements.

#### Legal

- To ensure we adhere to GDPR in relation to fundraising activity.
- To ensure that Theatr Clwyd abides by The Funding Regulators Code of Conduct.

#### Capital

- To support the work of the Capital Campaign Director and ensure that the Communications and Giving Assistant is tasked to fulfil the admin function for this where required.

#### Other

- To keep abreast of new and relevant fundraising and theatrical trends.
- To support and develop all managed staff to broaden and improve their skills and maintain a happy, healthy, supportive working environment.
- To attend productions, events and other Theatr Clwyd activities.
- To represent and positively promote the organisation at all levels.
- To perform any other duties as reasonably requested by the Capital Campaign Director.
- To deputise for and represent the Capital Campaign Director when required.

# Are you someone with...?

## Person Specification

### Essential

- Significant fundraising experience within the arts, education or charity sector.
- A track record of fundraising success from Trusts, Foundations and Individuals.
- Strong commercial and business acumen and knowledge of the corporate sector.
- Experience developing and maintaining productive working relationships with local and national funders.
- Knowledge of fundraising databases.
- Effective financial and people management skills
- Excellent communication skills, both written and verbal.
- Excellent attention to detail.
- Excellent organisational skills, with the ability to manage multiple tasks and work under pressure.
- A sense of humour, self-starting attitude with a proactive approach and the ability to think laterally.
- Ability to appreciate and speak convincingly about all genres of performing arts supported by Theatr Clwyd.
- Ability to work both independently and as part of a team

### Desirable

- Knowledge of theatre, dance and the arts within the UK generally and Wales specifically
- Written and conversational Welsh.
- Full driving licence

### Your Team

The Giving Team is responsible for raising funds for the long-term continuation of the organisation. These funds are raised in a framework of an entrepreneurial and sustained fundraising strategy, which encompasses support from Trusts and Foundations, individuals, corporate sponsors and events.



# Recruitment Process

Link to apply: [CLICK HERE](#)

Closing date: **Monday 22nd February 2021 at 12noon**

Interviews: **First Round: Tuesday 2nd March 2021**

**Second Round: Monday 8th March 2021**

**\*\*PLEASE NOTE IN LINE WITH CURRENT RESTRICTIONS FIRST ROUND INTERVIEWS  
WILL BE HELD VIA ZOOM\*\***

## Benefits for Company Members

- Complimentary tickets for Theatr Clwyd shows and events, subject to availability and policy
- Discounts in the theatre's café bar and gift shop
- Pension scheme with NEST
- 32 days annual leave (including bank holidays), pro rata, increasing with length of service
- An in-house Wellbeing Programme
- Access to Occupational Health
- We are also a member of Parents and Carers in the Performing Arts (PiPA)

## Equal Opportunities

We want our company to be representative of all sections of society and welcome applications from everyone.

We believe diversity is about celebrating and valuing individuals. We have an equality of opportunity approach and aspire to give everyone the chance to achieve their potential.

We would be grateful if you could please complete our [Equal Opportunities survey](#).

We would love to hear from you in whatever way feels most appropriate to you.

If you would like to access this application pack or submit your application in another format, we would be happy to speak to you about your needs.

Please contact us on 01352 344101 or [people@theatrclywd.com](mailto:people@theatrclywd.com) to discuss further

Theatr Clwyd recognises that the ability to communicate in Welsh is an important and valuable skill in the workplace and is committed to increasing the numbers of bilingual employees. We welcome applications for any post from candidates who are able to work in both Welsh and English.

We will contact all unsuccessful candidates to tell them they have not been shortlisted for interview.



# Get in touch?

For more information or an informal chat about this role please contact

**Zoe Crick-Tucker**

Capital Campaign Director

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