



ARK·T

Job Advert

Fundraising Manager

Working Hours: 37.5 hours p/w, Monday to Fridays

Length of Contract: 7 months - If fundraising efforts generate success, this could become a permanent position.

Salary: £31,992 pro rata

Ark-T pays 3% into a Workplace Pension Scheme pension contribution

Start date: February

Annual Leave Entitlement: 36 inclusive of any Bank Holidays (pro rata)

Place of work: Flexible home-working encouraged, with occasional (likely weekly) in-person meetings in Oxford at Ark-T Centre, Crowell Road, Oxford, OX4 3LN and The Venue, Barns Road, Cowley

Responsible to: Co-CEO's

Line Managing: Part-Time Fundraising and Comms Co-Ordinators

Application Deadline: Tuesday 5th January 5pm with interviews taking place on Tuesday 19th January

Overview:

Thanks to an ACE Cultural Recovery grant and Lloyds Foundation grant, Ark-T is currently seeking an experienced Fundraising and Communications Manager to build awareness, engagement and support of Ark-T's work and to meet organisational and funding targets.

Since Covid we have had an enormous amount of support from existing and new donors who have reached out to champion our work. We have however had limited capacity to thank these donors adequately and to take these donors on a journey with us. This is particularly important now as we move into the next phase and need to look beyond emergency response grants, towards long term donor relationships.

The new Fundraising Manager will help us achieve this. They will line-manage and work closely with our part-time Marketing and Comms Coordinator to ensure that we are using all of our social media platforms, website, digital marketing and print to engage and inspire new donors and to deliver exceptional donor care.

Who we are:

Ark-T is a pioneering Arts and Community organisation with two venues in Cowley, Oxford. For the past 20 years, we have used the powers of creativity and community to tackle inequality as we passionately believe that they are powerful resources that can regenerate people's mental health, their vision for their lives, and the world around them.

We facilitate this through:

- Providing person-centred, creative education & training & pathways to volunteering & employment.
- Creating opportunities for communities to come together to put on events & share transformational experiences.
- Creating a safe and inclusive space where everyone in our community has the opportunity to take part in the arts, and experience the positive impact creativity has on mental & physical health.

Who we are looking for:

We believe in the power of relationship-driven fundraising and are seeking someone exceptional who can tell the story of our organisation and work, connecting it to the hearts and minds of people who share our values and vision.

We are looking for a fundraising superstar, you are a fun and inspirational expert in the field of major gift income, digital campaigns, and grants and foundations. You will have a track record of successes with major trusts, foundations, corporate and individual donor giving, and public funding (such as Arts Council England). The post holder needs to have experience in managing relationships with donors and stakeholders and working in the cultural sector.

Working closely with the two CEO's and the Trustees, the successful candidate will assess our organisation in terms of its fundraising needs and capabilities, to develop and implement

a communications and fundraising strategy that maintains existing but primarily builds, new support. They will also:

- Research and approach relevant institutions and/or individuals, and write grant applications in collaboration with the two CEO's.
- Build on research into potential donor groups, they will develop and manage a fundraising event which will launch a new individual giving campaign in autumn 2021.
- Supervise all aspects of fundraising activity for the organisation, including strategy and relationship building, creating a new CRM database (Donorfy) and supporting their colleagues to collaboratively create content for the website and donor packs.

An ideal candidate has to have an experience of working in the arts and/or charity sector and an understanding of Ark-T's mission, as well as some already established contacts in both non-for-profit and commercial sectors.

We are actively seeking, and warmly welcome a diverse range of candidates to apply from the Black, Brown and Global Majority communities and/or the disability community. We are striving to build a workforce which is authentically diverse and are continually building better inclusive practice.

How to apply:

To apply, please download the job description, person specification and application form from our website: www.ark-t.org and email completed applications to recruitment@ark-t.org by 5pm on Tuesday 5th January.