



JOB INFORMATION | TRUST & FOUNDATIONS MANAGER

Salary: £24,000 - £27,000 per annum

Contract Type: 12 months fixed term



Established in 2006, **Artichoke** is one of the UK's leading creative companies and is funded by Arts Council England. We work with the best creative minds to produce extraordinary shows that live in the memory forever. Recent projects include *London's Burning* in September 2016 commemorating 350 years since the Great Fire of London and *Lumiere London* in January 2016 attracting over one million visitors over four days.

"What was it that made Londoners leave their homes and tourists their hotels during the city's coldest four nights in years and, as many spontaneously did, lie face up on the freezing tarmac of Oxford Circus? Light is one answer. Art, another. For those four days the art scene in London was transformed." - John Nathan, *The Times*

Artichoke is seeking a Trusts & Foundations Manager to join its award-winning fundraising team, responsible for realising some of the UK's most celebrated outdoor events over the past ten years. From the Sultan's Elephant taking over the streets of central London in 2006, to an inspirational London's Burning celebrating the Great Fire of London in 2016, Artichoke is proud of its capacity to astound, disrupt and surprise.



Artichoke Trust
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These projects however are costly and are dependent upon the success of complex fundraising campaigns capable of raising millions. This requires a good deal of creative thinking, an entrepreneurial spirit and a determination to make things happen.

We are seeking a highly motivated individual to join us as Trusts & Foundations Manager. This position will suit a person capable of working within a high-pressured environment, and with previous experience in a similar trust fundraising role within the arts sector.

Candidates should send their CV and cover letter by email to:
Ma-ayan Plane, Deputy Development Director ma-ayan.plane@artichoke.uk.com with
'Trusts & Foundations Manager' in the subject heading.

The Job Description may be downloaded from:
<https://www.artichoke.uk.com/category/jobs/>

Closing date for applications: 9am 8th January 2018

Interviews: Week commencing 15th January 2018

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Trusts & Foundations Manager
Based:	London. Currently E1. Some travel around the UK will be required.
Reports To:	Deputy Development Director; Development Director
Key Relationships:	Development team, Artichoke Directors, Producers, Artists and core staff; Artichoke funders and donors, project stakeholders.

Key Responsibilities

Support the Deputy Development Director in developing a diverse portfolio of trust, foundation and statutory supporters.

The Trusts & Foundations Manager is responsible for meeting targets and securing funds from a variety of statutory and trust sources. Artichoke raises £3.5-4 million per year from business, trust and foundations and donations, so this role requires a candidate with extensive experience of fundraising within trusts & foundations sector who can work on securing grants for core and project funding.

Roles and responsibilities:

- To research potential sources of funding (including, but not limited to, trusts, corporate foundations, statutory bodies and individuals).
- To create engaging and robust proposals and reports for trusts and foundations in line with Artichoke strategy and priorities
- To make initial telephone enquiries to potential funders
- To support the Deputy Development Director and the production team in identifying projects and initiatives that require funding
- To ensure all trust, foundation and statutory funders are thanked in a timely and professional manner
- To manage the stewardship of donors, meeting and exceeding their needs including: tailored reports, event invites, project visits, phone calls, regular mailings, face to face meetings
- To maintain and improve databases, filing systems and internal processes within the Development Department, with responsibility for maintaining Salesforce



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- To keep up-to-date with relevant developments in the sector
- To track and analyse giving practices to identify trends that could affect the success of applications
- Ensure activities are compliant with the Fundraising Code of Practice and data protection legislation
- To play an active role in the wider Development team, being alert to opportunities for other fundraising streams and supporting priorities across the team.

General requirements of all Artichoke Employees

- To contribute to the development of a professional working and learning environment within the organisation
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities
- To ensure adherence to the organisation's policies and procedures with particular reference to Equal Opportunities and Health and Safety
- To work in a flexible manner in line with the organisation's objectives and role and to be willing to undertake other duties as reasonably requested
- To provide excellent customer care in dealings with the public.

This job description is not exhaustive and the post holder may be required to undertake other such duties from time to time.

PERSON SPECIFICATION

Essential:

- Previous experience of two years working in a similar Trust and Foundation role
- Knowledge of the arts and charity sector
- Previous experience of working with trusts and donors and proven ability to build and develop relationships with supporters
- Comfortable working within a high-pressured environment and ability to manage own workload
- Excellent presentation and negotiation skills

- Proven ability to meet targets.
- Excellent computer and database skills – Word, Excel, Powerpoint.

Desirable:

- An understanding and awareness of working on live events in the public realm.
- Previous experience in securing core funding, or digital initiatives.

**SUMMARY OF TERMS AND CONDITIONS | TRUSTS & FOUNDATIONS
MANAGER**

Salary:

Salary scale £24,000 - £27,000 per annum, paid monthly in arrears.

Pension:

Artichoke is enrolled in a pension scheme with award winning provider Standard Life. You will be eligible to join the company scheme with combined monthly contributions from both Artichoke and yourself of 4%.

Contract:

This is a full time 12-month fixed term position, subject to successful completion of a one-month probationary period.

Annual leave:

25 days per annum. You will also be entitled to Bank Holidays.

Probationary period:

1 month

Notice period:

3 months (two weeks during probationary period)

Location: The post is based in Artichoke's offices, currently in London E1.

Hours of work:

Hours of work will inevitably vary according to the nature of the workload, but generally will be a minimum of 35 hours per week, Monday – Friday, 10am – 6pm. Additional hours may very occasionally be required as necessary for the successful performance of the job, but overtime or time off in lieu will not be given.

Artichoke is an equal opportunities employer.