

JOB DESCRIPTION



Position: Development Manager (Trusts and Statutory)

Accountable to: Head of Development and Communications

Terms: Permanent

Salary: £34,000-£37,000 dependent on experience

Hours: Full Time (37.5 hours) or 4 days/week (30 hours)

Note that Cardboard Citizens operate flexible working hours and hybrid working. Occasional evening and weekend working is expected with time in lieu offered

Location: Cardboard Citizens, 77a Greenfield Road, London, E1 1EJ

CARDBOARD CITIZENS

Cardboard Citizens creates work with and for people who experience homelessness, inequity, or poverty. **We make theatre, art and training which challenges injustice and empowers individuals to make change for themselves, and in their communities.** Our small team delivers life changing theatre and vocational theatre training, reaching over 7,000 people each year.

Our organisation secures over £1m in voluntary funding annually. **Our Development Manager, Trusts and Statutory will play a vital role in securing and growing the support which allows to make exceptional art and social change.** You will manage a rich portfolio of existing funder relationships across the arts and social sector, will lead our strategy to grow support from our existing major funders, and work to identify new funding sources. You'll also play a part in transforming our donor stewardship programme, finding new routes to engage and inspire our supporters, from cultivation events to online content.

Following the appointment of our Artistic Director Chris Sonnex, this is a pivotal moment in Cardboard Citizens' 30-year history. A diverse range of statutory and trust income will allow us to introduce and grow our new programmes; which aim to demolish the barriers that homelessness, poverty and inequity create to the life changing possibilities of theatre and art. In the next three years, Cardboard Citizens will radically grow our community and impact, introduce a comprehensive new vocational training programme opening routes to careers in theatre, and embed an ambitious new multi-year project in our local community in Tower Hamlets.

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KEY OBJECTIVES OF THE POST

To play a key role in the team in securing over £1m in fundraised income every year, particularly through trusts & statutory sources:

- *Prospecting and researching – proactively identifying sources of income for our programmes of work*
- *Soliciting – writing detailed and compelling proposals for funders*
- *Stewarding – building and managing strong relationships with funders*
- *Managing and reporting on targets and deadlines, including playing a key role in strategy development*

MAIN DUTIES

Prospecting & Researching

- Proactively identify funding opportunities within Cardboard Citizens' programme of work, maintaining effective communication with all internal teams.
- Work with the Development Manager (Corporates and Individuals) to research and identify additional streams of income, such as family foundations, liveries, corporate foundations, and local and national statutory funds
- Conduct and produce detailed research reports on prospects for Cardboard Citizens
- Support the department in preparing annual fundraising plans and projections, based on information gained through research and wider sector knowledge
- Maintain accurate records of research, correspondence, and funder engagement
- Support the development of systems for monitoring development approaches and income, including the use of Cardboard Citizens CRM system.

Soliciting

- Cultivate or support senior managers and other staff to approach potential supporters
- Liaise with managers at target funders on prospective applications, building strong working relationships
- Write high quality grant proposals tailored to funder requirements and interests, in liaison with the Director of Development and Communications and relevant programme staff members

Stewarding

- Build strong relationships with existing funders, stewarding them across the grant period and beyond where appropriate
- Work with our Communications Team to create a comprehensive stewardship programme including regular communication with funders regarding Cardboard Citizens' shows, workshops and news, enabling as many as possible to attend at least one performance, workshop or visit per year
- Create detailed funding reports for funders and supporters, demonstrating the impact and value of our work
- Manage all acknowledgement and publicity of donations from Statutory and Trusts to ensure that all necessary credits are given
- Support in the planning and delivery of Cardboard Citizens' cultivation and fundraising events, alongside the Development Manager (Corporates and Individuals)

Reporting and Strategy

- Lead on the delivery of annual funding target for Trusts and Foundation funders
- Support on delivery of annual funding target for Statutory funders
- Provide monthly progress updates and quarterly reforecasts
- Lead the development of the Trust and Statutory areas of the fundraising strategy with the Director of Development and Communications
- Support on the further development of a culture of fundraising within Cardboard Citizens, sharing expertise and knowledge with staff, senior managers and Trustees.

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ADDITIONAL INFORMATION

Cardboard Citizens is keen to offer its employees progression and training opportunities as part of their employment. All staff work in a flexible manner compatible with their jobs and in line with the company's policies, procedures and objectives. All job descriptions are subject to review and amendment, in consultation with the employee.

PERSON SPECIFICATION

Essential:

1. Experience of making cases of support for the arts and/or homelessness, poverty or inequity
2. Extensive experience of trust and/or statutory bid-writing, including securing six-figure grants
3. Proven ability to build and manage stakeholder relationships
4. Proven ability to work confidently to deliver under own initiative and proactively manage own workload
5. Excellent planning skills and good time management
6. Excellent verbal and written communication skills and ability to engage with a wide range of people
7. Excellent copy drafting and proof-reading skills with close attention to detail
8. Strong numeracy skills and ability to understand budgets
9. Strong working knowledge of Microsoft Office

Desirable:

1. Existing relationships and track record with major Trust and Statutory funders in the arts and/or social sectors
2. Experience of using fundraising databases
3. Knowledge of Data Protection procedures

Equal Opportunities

We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and influence and develop our working practice. By taking positive action around diversity (as permitted in the Equality Act 2010), **we will guarantee interviews to eligible candidates who meet the 'Essential Criteria' laid out above, and self-identify with any of the following groups** that we have identified as underrepresented in our workforce and the wider cultural sector:

- People of African or Caribbean, South Asian, East and Southeast Asian, or mixed heritage, or part of the Global Majority*
- Candidates with lived experience of homelessness and/or poverty
- Deaf and/or disabled candidates
- Neurodivergent candidates
- LGBTQIA+ candidates

*This includes but is not exclusive to people of Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

Additional Terms and Conditions of the role:

- Holiday: 25 days plus statutory public holidays
- Probationary Period: 3 months
- Notice Period: 1 week during probation and 3 months thereafter
- Pension: Cardboard Citizens complies with the employer pension duties concerning pensions auto-enrolment in accordance with Part 1 of the Pensions Act 2008. As a result, you will be automatically enrolled into the designated Stakeholder Pension Scheme. If you do not decide to opt-out of auto-enrolment, you will be required to make pension contributions at the level set out in the relevant legislation and you agree to the Employer deducting such contributions from your salary each month.

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How to apply

To apply for the position of Development Manager (Trusts & Statutory) at Cardboard Citizens please complete our online application which can be found [here](#).

We would like you to feel comfortable and well supported throughout this process so please do let us know if you any specific requirements to support your application by emailing the recruitment manager at katherine@cardboardcitizens.org.uk