

# TRINITY COMMUNITY ARTS

FUNDRAISING MANAGER



# RECRUITMENT INFORMATION

Thank you for your interest in the role of Fundraising Manager.

The closing date for receipt of applications is 05 Feb 2024 at 5pm and interviews will be held 09 Feb 2024

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Information about Jacobs Wells Baths
- Job description
- Person specification
- Trinity Recruitment Policy

## How to Apply

To apply, please download and complete an online application form by visiting [here](#) and email to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with "Fundraising Manager" in the subject line.

Please complete our anonymous Equal Opportunities form [here](#)

Please note we do not accept CV applications.

## Closing Date

This job advertisement will remain active for a duration of two weeks, reflecting the constraints imposed by a restricted grant secured until December 2024 and the urgency to make an immediate appointment.

If you encounter any accessibility challenges that hinder your ability to apply within the stipulated timeframe, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk). We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

# ABOUT TRINITY

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 70,000 people each year.

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 70,000+ people across over 1,000 events and cultural experiences.

Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.



# ABOUT 'THE SAVE JACOBS WELLS' PROJECT

Built in 1889 to serve the working poor, Jacobs Wells Baths in the Clifton Conservation Area is a Grade II Listed building that holds within its walls a wealth of architectural and social heritage - from its time as a public swimming baths to its 30 year history as a dance hub.

Since the start of 2023, the race has been on to save the Grade II listed building following news that Bristol City Council had listed the asset for disposal. Backed by community stakeholders including Hotwells & Cliftonwood Community Association, artists and local councillors, we set out on a mission to raise the funds needed to repair and restore the building.

Jacobs Wells is now one step closer to being revived in 2025 following a £1,050,000 grant from The Department for Levelling Up, Housing and Communities' (DLUHC) Community Ownership Fund. The investment will help to deliver plans developed in response to a community campaign to transform the derelict space into a vibrant community arts hub.

The grant from DLUHC matches over £400,000 pledged in support of the project from [local funders Nisbet Trust](#), John James Foundation and match funders including individuals who have been donating to an online Fundsurfer appeal.



# OUR VISION & MISSION

**Trinity's vision** is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

**Our mission** is to empower communities through the arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.



# RECRUITMENT POLICY

## Commitment to equal opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

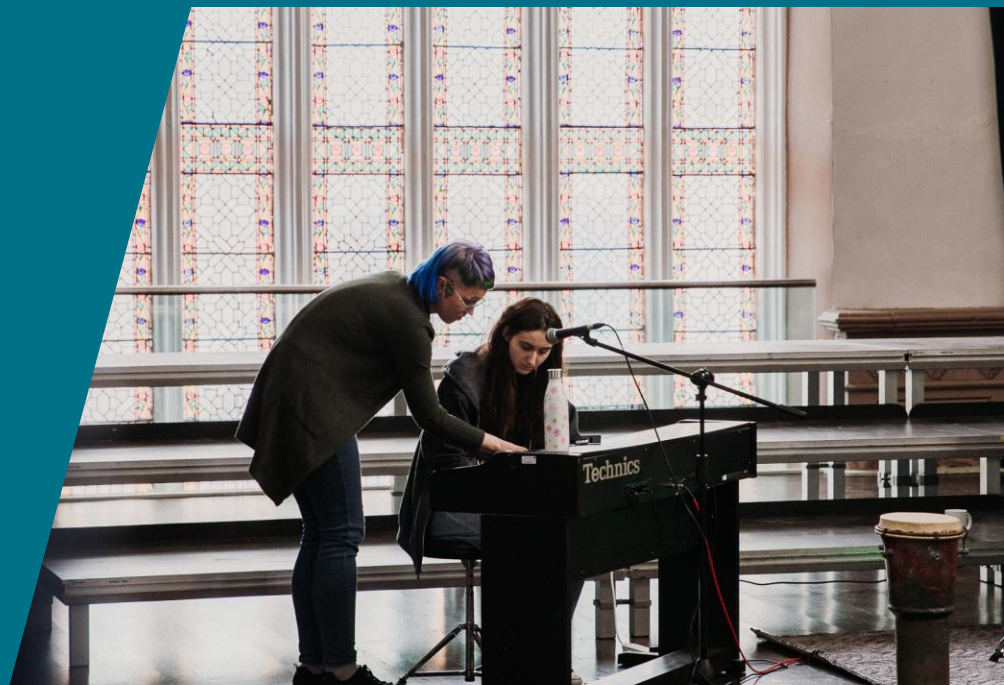
If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) or via telephone on 0117 935 1200.

## Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.



## Job description

# FUNDRAISING MANAGER

**Job Title:** Fundraising Manager

**Contract type:** Permanent

**Reporting to:** Development & Communications Manager

**Rate of Pay:** £30,000 - £33,000 (FTE)

**Hours:** Full/Part-time

Trinity Community Arts is looking to appoint an ambitious and self-motivated individual to lead on trusts and foundations, individual giving and corporate sponsorship.

Working closely with Trinity's Communications & Development Manager and Executive Team, you will play a key role in helping Trinity to further our reach and impact and secure capital investment to safeguard the future of Jacob Wells – formerly known as Bristol Community Dance Centre.

You will be an experienced fundraiser with a proven track record of success, ideally within the arts and culture sector. You will have a passion for fundraising, coupled with a strategic mindset, and ready to be the driving force behind our continued growth – helping to build a future where culture thrives, communities flourish, and creativity knows no limits!

*We recognise that not everyone is able to work full-time. As such, we are happy to consider flexible working arrangements including flexible start/finish times or compressed hours.*

## Key responsibilities:

- **Management:** You will oversee the development and execution of a comprehensive fundraising strategy, aligning organisational goals with innovative approaches to secure investment.
- **Development:** You will be proactive, cultivating and nurturing relationships with donors, sponsors, and community stakeholders, foster engagement and commitment.
- **Fundraising:** You will manage a pipeline of investment requests, across a diverse portfolio of work, including grants, sponsorship and donations – writing compelling requests for support.

## Job description (cont)

# FUNDRAISING MANAGER

### Management

- Develop a robust understanding of Trinity's programmes and an informed insight of the fundraising landscape to inform fundraising focus and planning.
- Establish measurable key performance indicators (KPIs) to track the progress of fundraising and adjust plans and budgets accordingly.
- Represent Trinity at sector specific events – advocating for the work we do, brokering new connections and sharing best practices.
- Work closely with internal teams, such as marketing and communications, to align fundraising plans with broader organisational objectives.
- Inform fundraising objectives aligned with Trinity's mission and financial needs.

### Development

- Build and nurture relationships with donors, sponsors, and community stakeholders.
- Conduct research to identify donors and sponsors that align with Trinity.
- Develop strategies to recognise and appreciate donors for their contributions.
- Implement stewardship plans to retain and build long-term relationships with supporters.
- Maintain a comprehensive supporter database to track contributions and engagement.
- Ensure compliance with grant requirements and provide transparent and accurate reporting.

### Fundraising

- Develop personalised strategies for engaging different donor segments, ensuring a targeted and effective approach.
- Develop persuasive proposals, clearly articulating Trinity's goals, impact, and financial needs.
- Work with the marketing and communication teams to develop compelling narratives that resonate with potential donors.
- Communicate fundraising goals and allocation of funds transparently to build trust with donors and stakeholders.



## Person specification

# FUNDRAISING MANAGER

### Essential

#### Experience

- At least 1 year experience of developing successful relationships with trusts and foundations
- Demonstrable experience of securing material funding from trusts and foundations
- Experience of contributing to fundraising strategies in line with organisational plan
- Experience of research, cultivating and managing a portfolio of trusts and foundations
- Experience of working in a target led environment with a proven track record of delivering against targets
- Experience of producing powerful and compelling fundraising proposals, applications, and cases for support
- Experience with grant monitoring and producing grant reports
- Proven track record of securing at least £20,000 via Trust and Foundations, Individual Giving or other means of Fundraising

#### Technical Skills and Expertise

- Understanding of Individual giving (low-level/community fundraising)
- Understanding of Corporate fundraising
- Experience of working with fundraising databases
- IT literate with good working knowledge of Office and CRM systems

#### Competencies (Soft Skills)

- Excellent written and verbal communication skills
- Strong administrative and organisational skills and record keeping skills
- Proven ability in building good working relationships with colleagues and confidence to build external relationships
- Ability to present information, verbally or in writing
- Results oriented and problem solving approach to work and challenges
- Proven ability to work to deadlines and manage workload effectively
- Adaptable and flexible approach
- Methodological approach with exceptional attention to detail
- Interest in arts, youth education, community and heritage activities and a clear commitment to achieving Trinity's vision, mission and aims

## Person specification (continued)

# FUNDRAISING MANAGER

### Desirable

Experience/qualifications

- Experience of working in an arts/events charitable setting
- Experience of wider fundraising disciplines i.e. Legacies, Major Donors
- Institute of Fundraising accredited qualification

### Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description.

These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the Job Description.

### DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.



**TRINITY:**



**Funded by  
UK Government**

Photo credits:  
Alastair Brookes, Khali Ackford and Sam Prosser

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[www.trinitybristol.org.uk](http://www.trinitybristol.org.uk)

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