



Fundraising and Development Co-ordinator

Role Description

MAIN PURPOSE OF THE ROLE: To work as part of the Encounters Team, taking a lead on the development of a diverse portfolio of income streams for Encounters, clearly articulating the 'Story of Change' into an external comms narrative and relationship building to increase funding, philanthropic giving and internal capacity building of these skills in perpetuity.

FEE: This is a freelance contract Total Fee £12,600 for 12 months. Anticipated time approx 6 days per month.

RESPONSIBLE TO: Executive Director Ruth Ben-Tovim and the Encounters Development Forum

LOCATION : To be based in The South West, with flexibility for remote working and at the Encounters Office in Totnes.

Background

Encounters is a company of artists, designers, facilitators and change agents. We work to create the conditions for a creative, caring, connected world in which we can all learn to flourish, living together within the Earth's ecological limits. Since 2003, Encounters has delivered projects across the UK bringing thousands of people together in imaginative and transformative ways to exchange experiences; creating a deeper understanding of themselves, each other and the wider natural world. We work locally in Devon, nationally and internationally and our Creative Team are highly experienced Creative practitioners who work across disciplines and art-forms supported by an active Board of Directors.

Encounters currently has three income streams: project funding, responses to tenders (chiefly from the public sector) and bespoke pieces of off the shelf products and training programmes based around the unique Encounters 'Invitations to Join In'. We are looking for an experienced



business development professional with some experience of working in Arts and Culture who can work strategically with the creative team, core administrator and Encounters' Board of Directors to co-create and develop a philanthropy and fundraising strategy with an emphasis on developing useful networks and a new language and approach to fundraising, with built in ongoing mentoring throughout the year for the Encounters Team. We have recently received Catalyst Funding from the Arts Council to support this work. We would also expect this strategy to develop the Encounters 'Story of Change' (how we know we are making a difference) into an external comms frame and to support the development of the 'Invitations' into a paid for set of offers. The role holder would also be required to manage the regular Development Team meetings and establish and embed a fundraising CRM and pipeline as part of the Encounters systems.

The role holder will work independently on a day to day basis, reporting to Encounters Executive director and appraised by the Chair of the Board. We have funding for this role for one year with the potential of continuation beyond 2019.

How to apply

Application process: To apply, please email us your CV, including contact information for 2 referees, and a cover letter. Your cover letter should outline how your skills and experience would enable you to fulfil the main duties and responsibilities in the role description and how you meet the person specification. Please keep your letter to no more than two sides of A4.

Email your CV and cover letter to: admin@encounters-arts.org.uk

Closing Date: Wednesday 20th February 12.00pm

Shortlisting date: Thursday 21st February

Interview Date: Wednesday 27th February



Duties & Responsibilities to include:

1. Development of a Fundraising and Philanthropic Giving Strategy:

- Review of past projects/networks/ people links
- Package of off the shelf 'products'
- Methodology for contract/project bids
- Research into philanthropists
- Establish links with local philanthropists - identify their interests and intersections with our work
- Design and run a crowdfunder for the Chrysalis project
- Raise a minimum of £7500 in year 1

2. Create internal peer mentoring and training for Team

- Deliver in-house training in philanthropic giving
- Development of a 12 month mentoring plan
- Provision of ongoing mentoring for the Encounters Team
- Learn/upskill Team to develop useful networks, new language and approach to fundraising,
- Learn/upskill Team to act as an advocate

3. Communications:

- Develop a case for support around the Encounters 'Story of Change'
- Raise profile of Encounters and development of our networks
- Identify and work with small number of donors to co-design an invitation to support our work
- Take a lead on developing a networking and communications plan for the the creative directorate



4. Administration:

- Administrate and project manage Development Forum activity
- Maintain fundraising CRM and pipeline
- Establish review process
- Report to Arts Council on progress
- Manage Catalyst project budget

5. To carry out any other duties commensurate with the role

Person Spec

	ESSENTIAL	DESIRABLE
Qualifications		Professional fundraising qualification
Experience	Professional philanthropic giving experience Professional business development experience	Experience of Marketing and Communications Experience of Crowdfunding Professional experience of working with an arts organisation Well networked nationally / internationally
Skills	Excellent organisational skills Emotional intelligence	Experience using Basecamp Financial Accounting skills



Personal attributes	Good IT skills with thorough knowledge of Microsoft Office and working collaboratively online via google docs Strong written, interpersonal and communication skills	
	Energy and enthusiasm Self-motivation and initiative A flexible, open and broad minded approach Able to work well as part of a team Attention to detail Ability to work under pressure	
Other	Willingness to work flexible hours	
Special condition	Sympathy with and interest in the Encounters ethos of social and ecologically engaged participatory arts practice	