**Job Title:** Trusts & Foundations Officer

**Based:** Birmingham Royal Ballet, Thorp Street, Birmingham, B5 4AU

**Contract:** One-yearMaternity Cover from 3 February 2020

**Reporting to:** Senior Trusts and Foundations Manager

**Hours:** 40 hours per week, to be agreed but will include regular evening work and some weekends

Birmingham Royal Ballet exemplifies a modern, ambitious and world-class ballet company that inspires, develops and showcases the very best of our country’s talent and creativity. Whether this is through creating new ballets on the world stage, or inspiring young people to experience, take part and excel in this enormously engaging art form, our focus is to offer excellence and access for all.

None of this would be possible without the support of so many individuals and organisations who have helped secure Birmingham Royal Ballet’s continuing role in giving people the very best of ballet and dance. Having recently completed a successful £15m fundraising campaign, we have made significant strides in establishing a professional fundraising operation which, year on year, has yielded increased income, a growing network of support from individuals, charitable trusts and corporate organisations and built a culture of giving amongst audiences whilst utilising the support of colleagues from across the organisation.

**Summary of role and responsibilities:**

You will report to and work closely with the Senior Trusts and Foundations Manager to develop and implement an income generation strategy to support the work of Birmingham Royal Ballet, involving:

* carrying out prospect research
* undertaking sector research to achieve relevant statistics and quotes for projects
* co-ordinating a funding pipeline of applications and reports including managing BRB’s new trusts database
* writing compelling proposals
* developing relationships with small to medium size Trusts and Foundations and individuals
* managing stewardship and prospecting including sending out invitations to events and administering RSVPs
* processing and administering grants in BRB’s database
* providing monthly updates on project budgets
* representing Birmingham Royal Ballet at prospect cultivation events

**Work related experience**

* A good track record in managing multiple tasks, working to deadlines and responding well under pressure
* Excellent administration skills
* Experience of project administration
* Experience of dealing with people effectively and diplomatically
* Working knowledge of working with CRM databases
* Working knowledge of Microsoft Office packages, specifically Word, Power Point and Excel

**Disposition**

* Excellent and persuasive communicator, able to deliver concise instructions and convey complex messages
* Strong presentation skills
* Professional attitude with commitment to delivering the highest quality of work engendering high standards of work from others
* Meticulous approach to tasks which once started are then successfully completed
* Attention to detail especially when planning work load
* Self-motivated, with the ability to work with the minimum of supervision and take initiative where appropriate
* Enthusiasm and commitment
* Team worker
* Ability and willingness to work flexible hours

# Terms

### Salary: £25,000 per annum

### Hours: 40 hours per week, however the post holder will be expected to work such reasonable hours as the needs of the post demands, including regular evening and weekend work.

### Annual Leave: 5 weeks paid holiday (each week of entitlement being a normal working week from Monday to Friday) in each holiday year.

### Probationary Period: 6 months

### Notice Period: 3 months following probationary period

### Pension: The Company operates a group personal pension scheme, with contributions from both the employer and the employee. Current contributions are Employer 5.75%, Employee 4.25%. Permanent full and part time staff are eligible to join at the end of the probationary period.

**How to apply**

Please submit a CV and cover letter outlining how you meet the person requirements, and including salary history.

Email: jobs@brb.org.uk

Post: Birmingham Royal Ballet, Thorp Street, Birmingham B5 4AU

The closing date for applications is **noon** on **29 November 2019.**

Interviews planned to take place **W/C 9 December 2019.**