

STUDIO WAYNE McGREGOR FUNDRAISING PRODUCER JOB PACK

INTRODUCTION

Studio Wayne McGregor is looking for a creative and pro-active Fundraising Producer to join a small and busy Development & Communications team, working across a range of fundraising activities to support the artistic, learning & engagement, artist development, and research activities of the organization.

The right candidate will be a flexible and lateral thinker, with excellent writing and analytical skills to produce creative and persuasive proposals for a range of stakeholders including trusts and foundations, individuals, corporate, local authority and Arts Council England. They will be self-motivated and able to work under their own initiative, managing events, developing relationships, and helping to creatively identify new ways of attracting support.

BACKGROUND

Studio Wayne McGregor

Studio Wayne McGregor is the creative engine for choreographer and director [Wayne McGregor CBE](#), and the home of his life-long enquiry into thinking through and with the body. It is a nexus of partners who explore movement, artistry, thought and partnership. With Wayne at its centre, this collaborative network encompasses dancers, writers, composers, producers, software engineers, visual artists, scientists and more.

Studio Wayne McGregor fuels the breadth of Wayne's creative work including the development and touring of signature works on his ensemble of world-class dancers, Company Wayne McGregor; a portfolio of international commissions across genres including dance, film, theatre and opera; specialised learning and engagement programmes emboldening individuals in their own creative expression; artist development and mentoring; and inquisitive research enterprises which look across science, technology and the arts to provoke questions about some of the extraordinary phenomena of physical thinking.

In March 2017 Studio Wayne McGregor moved into a new state of the art building housed in Here East on Queen Elizabeth Olympic Park. Part of a new technological and creative community re-imagining the cultural landscape of east London, it comprises three extraordinary studio spaces, hosting all of McGregor's creative work and collaborations, alongside artist development and creative learning programmes based on the trading of space, time and skills.

Collaboration is at the heart of all of the Studio's work, with recent partners including Roundhouse, BBC, the fashion brand Cos, Google, Wellcome Genome Campus, and The Grange Festival. The Studio also works with a wide range of artists from visual arts, music, design and performance, as well as supporting more than 100 artists each year to create work in its studio spaces through the FreeSpace programme.

Fundraising Producer

The Fundraising Producer will work within a small team, working closely with the Director of Development and Communications, Communications & Content Manager, Artistic Director, Executive Director and Director of Learning & Engagement. As such, they will have the opportunity to work on broad-ranging and varied projects which cross all aspects of the organization, in fundraising, communications and events.

The role will involve working across the full breadth of fundraising, including trusts & foundations, individuals, corporate, local authority, events, and online campaigns. This will require flexibility and creativity, as well as the ability to effectively prioritise a wide range of duties and take initiative.

This role will suit an exceptionally methodical and organised individual with an interest in collaborative artistic practice. The right candidate will be systematic and conscientious, with strong attention to detail as well as a flair for flexible and lateral thinking, and an excellent command of written English. They will have knowledge and enthusiasm for the work of Studio Wayne McGregor, be highly personable and able to communicate effectively with a wide range of people. The role will entail a large amount of writing and management of data, as well as project and event management, and developing relationships.

They will be joining a small but efficient fundraising team, with a yearly target of approx. £1m across Arts Council England, trusts & foundations, individuals, local authority and corporate support. The Fundraising Producer will be self-motivated and manage their own portfolio of work and relationships, but will also work very closely with the Director of Development & Communications, and with colleagues across the whole organisation, to build creative and integrated fundraising strategies.

JOB PROFILE

Job title:	Fundraising Producer
Responsible to:	Director of Development & Communications
Salary:	£28,000 - £30,000 per annum depending on experience.
Hours:	This is a full-time post. Normal working hours are 10am – 6pm Monday – Friday including 1 hour unpaid for lunch. Some flexible working hours will be required, for instance for attendance at meetings and events.
Based at:	Studio Wayne McGregor, Broadcast Centre, Here East, Queen Elizabeth Olympic Park, London E15 2GW
Holiday	20 days paid annual leave plus public and bank holidays
Probationary period:	This is a full-time post with a probationary period of 3 months during which time the notice period required by either party is 1 week. The probationary period may be extended for up to a further 3 months. Upon successful completion of the probationary period, the notice period becomes 8 weeks.
To apply:	<p>Send a current CV (including details of 2 referees) and covering letter (no more than 1 page A4) outlining how your skills and experience match the person specification. Please also complete an Equal Opportunities Monitoring Form.</p> <p>Send to: recruitment@waynemcgregor.com with Fundraising Producer in the subject line.</p>
Closing date:	Monday 21 January 2019 Successful shortlisted applicants will be notified by 25 January
Interviews:	Interviews will take place on Thursday 31 January 2019

Studio Wayne McGregor is an equal opportunities employer

JOB DESCRIPTION

Main objectives: To implement the fundraising strategy across individuals, events, grant funding and corporate support.
To support the Director of Development & Communications, Artistic Director, Executive Director and Director of Learning & Engagement in fundraising objectives.

Responsible to: Director of Development & Communications

Key working Relationships: Artistic Director, Executive Director, Director of Learning & Engagement, Communications & Content Manager

Key Duties:**Individuals and events**

- Manage relationships with donors, including stewardship and tracking, monitoring communication, ensuring correct recognition and crediting.
- Identify appropriate opportunities to engage and target asks to individual donors.
- Identify and obtain new donors, conducting effective prospect research and initiating approaches.
- Be the first point of contact for donors, representing the organisation appropriately and communicating in a positive, informed and approachable way.
- Organise opportunities for donors, prospects and stakeholders to engage with Studio Wayne McGregor performances, activities and events around the world.
- Manage donor and cultivation events at Studio Wayne McGregor and with external partners and venues.
- Manage occasional external events with partner organisations, such as talks and bespoke appearances by Wayne McGregor, taking advantage of possibilities to use them as cultivation opportunities.

Grant funding

- Write compelling applications and proposals to support a range of work including artistic, learning and engagement, artist development, and research projects.
- Work closely with other team members to identify funding opportunities, leading on the preparation of applications, including contacting and meeting with prospects and funders, and writing creative and well researched proposals.
- Manage reporting requirements for grant funding, writing timely and engaging reports, and collecting and analysing relevant statistics.
- Support the Director of Development and Communications on major grant applications, researching national and international funders, preparing reports to enable assessment and development of strategies, writing applications and grant reports.

Commercial partnerships and stakeholders

- Initiate and manage corporate partnerships as required, including building relationships, supporting communications, organising corporate events, and creating proposal materials and reporting documents.

- Arrange contact and meetings for the Artistic Director with current and prospective donors, stakeholders and project partners.
- Represent Studio Wayne McGregor at stakeholder events, initiating and building relationships with other organisations.

Data management, administration and communications

- Support the administration of the Development department.
- Maintain the Development databases and tracking documents, ensuring accuracy of information and keeping them thorough and up to date.
- Assist in the collection and administration of reporting statistics.
- Work with the Communications & Content Manager to plan and produce company updates and cultivation communications.
- Contribute to the updating of the website, ensuring it is up to date, effectively communicates the organisation's vision, and encourages donations.

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

Essential:

- Interest and enthusiasm for the work of Studio Wayne McGregor.
- Exceptionally organised and methodical, with strong attention to detail.
- Excellent spoken and written English, and well presented work.
- Efficient and self-motivated with excellent planning skills, the ability to deal with multiple tasks at once, and act on own initiative.
- Personable and a highly confident communicator, with the ability to maintain good relationships with a wide range of people.
- Tactful and diplomatic, with high regard for discretion and confidentiality with sensitive information.
- Experience of working in fundraising, communications, producing, or managing relationships / partnerships.
- Good research skills.
- Good IT skills including Excel.

Desirable:

- Experience of using CRM databases and managing data.
- Experience of looking after donor and/or stakeholder relationships.
- Experience of persuasive writing in a professional or academic context.
- Experience of planning, organizing or managing events.
- Knowledge or experience of the arts/charity funding landscape including fundraising from trusts & foundations, individuals, corporate sponsorship, local authorities, or Arts Council England.
- Experience of working within an arts or charity environment.