



## Fundraising and Development Manager



### Job Description

**Job Title:** Fundraising and Development Manager

**Hours Of Work:** Part-Time 0.6 (22.5 hours)

**Reporting To:** Strategic Director— Catherine Coulthard

**Salary:** £30,000 - £34,000 - Pro Rata

**Contract:** Permanent

**Location:** The role is based at Prism Arts, Carlisle. We are open to hybrid working but will require the post holder to be in the office on a regular basis.

**Job Purpose:** The role of Fundraising and Development Manager is an important position within Prism Arts' Team. It will be a pivotal role in developing partnerships across Cumbria and beyond, alongside diversifying and growing our income streams to ensure long-term financial sustainability.

## About Prism Arts

Prism Arts (Registered Charity Number 1159797) is a leading inclusive-arts charity based in Carlisle in Cumbria that provides creative opportunities for more than 2,500 people with learning disabilities and / or autism (LDA) each year.

**We deliver arts programmes that empower people with learning disabilities and / or autism to drive their own creative journey and develop as artists, leaders, and advocates for change.**

Founded in 1987 by a group of artists developing opportunities for excluded people, we work with individuals with LDA aged 14+, helping them to become more independent, confident, happy and healthy.

**Our unique model allows participants to take charge of their own creative journey, giving them the freedom and space in a highly supportive environment to flourish as artists and individuals.**



Our programmes are run by a small expert team, providing regular engagement opportunities with visual or performing arts, the creation of new work, and the development of new relationships:

- **Our Studio Arts** group enables individuals to create visual with professional artists, develop a range of skills, including print making, painting, sculpture and textiles, which are then showcased in exhibitions around the county.

- **Our Studio Theatre** group develops performing arts skills, giving participants the opportunity to sing, play music, develop audio and filmed work and perform across venues and public spaces in Cumbria.
- **Our Studio Focus** group comes together with a skilled creative professional who help participants develop creative skills, learn to work independently, and platform their talents through public exhibitions across the region.
- **Our Studio Lift Off** group is a new group engaging young people to develop creative skills and confidence across a range of artforms.
- **Our Projects** are designed and delivered in response to the needs of local people, cultural and heritage organisations, colleges, charities and community groups, and are delivered throughout the year.

**At Prism, we challenge the perceptions of what it means to live with a learning disability or autism – empowering neurodivergent individuals in Cumbria to become exceptional artists!**

As a result of our work, our participants and communities’ benefit from:

- Improved resilience, independence, and wellbeing
- Enhanced artistic skills and a stronger platform on which to showcase them
- Changed perceptions around people with disabilities and their creative skills
- A stronger, more collaborative, and inclusive arts sector
- An enriched and educated community



**2,500+ creative opportunities for participants**



**3.5K Online Reach**



**Improving health and wellbeing of 50+ participants weekly**



**45,000+ audience members**



**Multiple partnerships across Cumbria**

## Current Team and Board of Trustees

The Fundraising and Development Manager will work closely with a passionate team committed to advancing our mission.

At the heart of Prism Art's success, you'll find a committed and dedicated team who work tirelessly to bring joy to the lives of others through arts projects. Our work is led by a small expert team of just ten part-time staff, with Catherine Coulthard, Strategic Director, and Jane Dudman, Creative Programme Director, at the helm.

This team has extensive experience in inclusive arts, creative programming, facilitation, finance, and marketing, with our incredible Lead Artists, Facilitator Artists, and Participant Support Leads taking responsibility for developing and managing projects, planning, and running workshops, and putting on public performances and exhibitions.

The team is also supported by a skilled Board of Trustees bringing together expertise in inclusivity, the arts and charity sectors, strategy, and the local community. Collaborating with our Board will provide valuable networking and relationship-building opportunities.

## Your Role as a Fundraising and Development Manager

This is an exciting time to join the team at Prism Arts, as we look to grow our impact across Cumbria and beyond. You will have the opportunity to lead on the implementation of our Fundraising Strategy, securing income for our programmes across the year.

### Main Responsibilities

- Develop and implement the organisation's Fundraising Strategy in line with our financial needs.
- Collaborate closely with the Prism's leadership team to align fundraising efforts with organisational priorities. Attend Senior Management Team and Team meetings.
- Collaborate closely with our Communications Lead to create compelling fundraising campaigns, events, and initiatives that resonate with our mission and attract financial contributions.
- Identify and prioritise potential Trusts and Foundations, individuals and corporate partners to support our work by conducting thorough research.

- Develop applications to Trusts and Foundations, and provide excellent relationship management, stewardship, and reporting.
- Build on existing relationships with individual donors and corporate partners and continue to leverage income through these sources through effective communications, pitches, and meetings.
- Develop income generating and commissioned projects.
- Undertake internal and external reporting to funders, stakeholders, and individuals as required, and support the Strategic Director in the development of board reports and board meeting attendance.
- Keep abreast of fundraising trends, best practices, and legal regulations to ensure compliance and effectiveness.
- Undergo any necessary on-the-job training required to develop the skills and knowledge needed to be able to perform to the standard required.
- Meet an annual fundraising target for the charity, set in partnership with the Director and SMT

This is for a part-time position (3 days per week) with the option for flexible and hybrid working, although you will be expected to attend meetings at our offices in Carlisle and to liaise with local funding partners and stakeholders in the county.

## Skills and Experience

- A minimum of three-years' experience of working within a charitable organisation, with proven success in fundraising.
- Demonstrable flair for creative and strategic thinking, with ability to deliver engaging public-facing initiatives or messaging.
- A talented writer, able to draft applications and written material to a high level and within a tight deadline
- Strong relationship building and stakeholder management skills.
- Experience of setting, monitoring, and achieving budgets and income targets.
- Experience in preparing reports and presentations, which require strategic thought.
- A strong team player, proactive in support of the development of staff
- Strong organisational skills with the ability to prioritise and work well under pressure.
- A demonstrable commitment to the work of Prism Arts, including a passionate commitment to inclusive arts.

## Benefits

This is an exciting opportunity to join a small but passionate team that is dedicated to making a difference in inclusive arts. Prism Arts is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.

As part of the role you will receive:

- 33 days holidays per year (20 days pro rata), inclusive of public holidays
- Regular team celebrations and events
- Flexible working options
- Training and CPD
- Regular performance and salary reviews
- Access to Health Shield
- A day off on your Birthday!



## How to Apply

- 1) Send a CV and supporting statement to [Jessica.Stoddart@prospect-us.co.uk](mailto:Jessica.Stoddart@prospect-us.co.uk)



- 2) Supporting information can be sent as a film, audio recording or text.
- 3) To search for the post via Prospect-us website: <https://prospect-us.co.uk/jobs/>
- 4) To search for this job via Prism Arts website: <https://www.prismartarts.org.uk/work-with-us/join-the-team/>

**Application Deadline: 9<sup>th</sup> February**

**Interviews Week Commencing: 26 February**

## Person Specification:

		Essential Desirable
<b>Qualification</b>	Degree or equivalent in Arts or related areas (Business)	Desirable
<b>Experience</b>	3 years' experience of fundraising Experiencing of writing funding applications and reports Experience of community fundraising projects Experience of securing corporate sponsorship or donations Experience of commissioning and delivering a Fundraising Strategy Experience of designing income generation projects Experience of working with arts organisations Experience of working to a fundraising target Experience of working in a team	Essential Desirable Desirable Desirable Desirable Desirable Desirable Desirable Desirable
<b>Knowledge</b>	Charity sector, arts sector, disability sector Fundraising trends and current fundraising practices Arts Council and other major funders Of managing successful funding partnerships Impact and evaluation practices Line management	Desirable Desirable Essential Desirable Desirable Desirable
<b>Skills</b>	Good communicator generally Strong writing and communication skills Strong decision making and planning skills IT and digital skills	Desirable Essential Desirable Desirable

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

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