

# **TRUSTS AND FOUNDATIONS MANAGER**

## **Background**

Streetwise Opera is an opera company that enables people who've experienced homelessness to find inspiration and empowerment while they rebuild their lives and identities. We support participants to develop as creative people and, as we amplify their voices, change how society views homelessness.

We engage world-class artists, both established and emerging, to co-create bold new work and reimagine traditional repertoire. We create opera that is for everyone and, by bringing together diverse voices, change how society views opera.

This is an exciting time for Streetwise, with a new executive team in place and a new business plan being developed. Emerging from the pandemic, which saw us take our weekly sessions online and develop new digital projects with participants across all our regions, we are taking our key learnings from this period and using them to inform our plans for the coming years. As we move forwards, we will be embracing co-creation across our artistic and operational work, creating projects that unite all the regions that we work in, and returning to live performances to enable us to change audience perspectives of both homelessness and opera.

## **Development at Streetwise Opera**

Streetwise Opera has a highly successful background in fundraising, with a wide range of partners keen to support our model of social impact delivered through outstanding culture.

We have established relationships with a large number of major trusts and foundations, and are a current Arts Council England National Portfolio Organisation. Our Development strategy is to

maintain this support, which accounts for most of our income, focusing on both the social impact we deliver, and the excellence of our live performances.

While we are not anticipating significant growth in Development income, we will explore the opportunities offered through individual and corporate philanthropy, where incoming board members and our new Chief Executive can offer expertise and leadership. As part of this, we anticipate being able to create distinctive and engaging donor events and corporate programmes, utilising the imagination and skills of our Artistic Director and performers.

## **The role**

Led by the Head of Development, you will be a key member of our development team working closely with the Development Officer (Individual Giving and Events) and Senior Management Team.

You will be part of and contribute to a wider team that is passionate about creating a working place culture that values colleague wellbeing and development.

## **Main duties**

### *Key responsibilities*

- Develop excellent relationships with trusts and foundations and public funders, to build long-term support
- Lead on developing a pipeline of funding applications including carrying out research into potential new grants
- Support the Head of Development and CEO with major trust and foundation prospecting and stewardship, seeking major gifts of £20,000+ where appropriate
- Write high quality funding applications and reports, working closely with project teams

- Create and develop budgets for applications working with project teams
- Lead on fundraising strategy for trusts and foundations
- With the Head of Development, identify new corporate fundraising opportunities and act as main relationship manager for some corporate relationships
- Administration relating to trusts and public grants income, including keeping CRM database up-to-date and accurate recording of fundraising income
- Contribute to ACE NPO quarterly and annual reporting
- Create cases for support, case studies and other information to help make the ask to grant funders
- Contribute to the development of the annual fundraising expenditure budget
- As this role is part of a small team, the postholder will also be expected to support on wider team projects at times including supporting with events

### *General development duties*

- Keep fundraising records up to date
- Follow developments in the fundraising, arts and homelessness sectors
- Report to the wider team on Development progress and activities
- Liaise with all teams to ensure that project information and budgets are up to date
- Update the website with the relevant fundraising information and credits
- Attend workshops periodically and keep abreast of workshop and artistic plans
- Represent Streetwise Opera at external cultivation and networking events

### *Reporting & management*

- Report to the Head of Development

- Supervision of volunteers on occasion
- Support the Development Committee as and when required

### *General requirements for all Streetwise Opera staff*

- Uphold and promote the organisation's core values
- Contribute to the organisation's policy of including performers in decision-making processes
- Contribute to the organisation's strategic priority of diversity and to ensure that this informs all activities
- Contribute to the development of a professional working and learning environment within the organisation • Ensure adherence to the organisation's policies and procedures
- Work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested
- Deputise for senior colleagues as appropriate

### **Person specification**

This is a varied and rewarding post at the heart of a small, hardworking team and an award-winning organisation. We are looking for an individual who has experience working in development in the cultural sector, most likely with a background in trusts and foundations, and who is ready to take on a manager level position.

The attributes we are looking for in our Trusts and Foundations Manager are:

- The ability to research, manage and create compelling written applications to trusts and foundations which clearly demonstrate the life-changing impact of our work

- Warm, personable and confident communicator, who is able to build and manage relationships with funders in writing and in person
- The ability to work proactively, collaboratively and autonomously
- An understanding of development within wider organisational planning and strategy and the ability to implement planning in a fundraising context
- An eye for detail and financially literate with the ability to create and understand budgets and data in spreadsheets
- Demonstrable organisational skills with the ability to prioritise, multi-task and work well under pressure
- An understanding of how CRM systems operate and ability to ensure accurate record-keeping
- A passion and understanding of the performing arts and how they deliver direct social impact
- An understanding of the issues and around those who have experienced homelessness, and the ability to empathise and engage with Streetwise Opera performers

## **Working at Streetwise Opera**

We are passionate about providing a workplace culture that values personal development and wellbeing. We operate a hybrid model of in-person and remote working with access to a Central London office which is wheelchair accessible. We also have bases in Manchester and Nottingham, and we welcome candidates from these locations or further afield who would be able to spend time on occasion in the cities where we work. We are open to discussing various ways of working flexibly and please email [jessica.reddel@streetwiseopera.org](mailto:jessica.reddel@streetwiseopera.org) if you have questions before applying.

We would also welcome applications from candidates who are seeking flexible models of working around, for example, caring responsibilities, but envisage that this will be a full-time role. The

role will also involve limited out of hours working at evening and weekend events, for which time off in lieu is offered.

## **Equal Opportunities**

As an equal opportunity employer, we are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), sexuality, religion or beliefs, marital status, disability, age, pregnancy or trade union membership, or the fact that they are a part-time worker or a fixed-term employee. We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

We will guarantee first round interviews to candidates who have **lived experience of homelessness**. If you regard yourself as someone who has this lived experience, please also indicate this on the application form where indicated. Please state if you require any reasonable adjustments to be made with regards to an interview on this on the application form where indicated.

To find out more, read our **Diversity and Equal Opportunities Policy**.

## **Terms and conditions**

Contract	Full-time, 35 hours per week, permanent role with some flexibility around hours (see above)
Salary	£30,000

Leave	23 days per annum, plus 8 days public holiday. Employees are also offered 6 days Volunteering Leave to volunteer with a charity which works either in the homelessness sector or a field which relates to our participants' experiences (e.g. mental health, charities working with veterans or asylum seekers)
Benefits include	Statutory pension provision (Auto-enrolment), sick pay, an Employee Assistance Programme including access to counselling and regular human resource drop-in sessions
Location	Hybrid: combining office based in Shoreditch, London with home working, or Remote: working from home with some contact within the regions we work – London, Manchester and Nottingham. We are open to discussing various ways of working flexibly. Please email <a href="mailto:jessica.reddel@streetwiseopera.org">jessica.reddel@streetwiseopera.org</a> if you have questions before applying

Notice period Following the successful completion of a threemonth probationary period, three months' notice is required. During the probationary period, one month's notice is required

## How to apply

To apply for the position of Trusts and Foundations Manager, please **submit an application form online**. We will ask you to respond to four questions (specified below), input your contact details and submit an equal opportunities monitoring form (the latter will be held anonymously and will not be used as part of your application). All applications will be considered anonymously, using

only your answers to the questions. We will request your CV if you are invited to interview.

The four questions we would like you to respond to are:

1. Why do you want to work for Streetwise Opera? (max 300 words)
2. Tell us about your experience of raising funding from trusts and foundations. (max 300 words)
3. Tell us how you would approach cultivation and stewardship for trusts and foundations at Streetwise Opera. (max 300 words)
4. Tell us about how you would approach researching trust and foundation prospects. (max 300 words)

Closing date for applications                      10:00am, Monday 30 January 2023

Interviews                                      First round (via Zoom): Thursday 2 February with our Head of Development, General Manager and one of our performers

Second round (in person): Tuesday 7 February with our Head of Development, General Manager and CEO. We will also ask for a shortwritten task to be submitted in advance and discussed in the interview

If you would like an informal conversation to discuss this role further and find out more about our future plans, or you have any other questions about the role, please contact [jessica.reddel@streetwiseopera.org](mailto:jessica.reddel@streetwiseopera.org). These conversations will not form part of our selection process.