

# Fundraising Administrator Recruitment Pack



## **About Little Angel Theatre**

*"Although one of London's smallest theatres, the Little Angel Theatre repeatedly punches above its weight" – The Offies 2023*

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.



# OVERVIEW

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**Reports to:** Executive Director

**Salary:** £25,500

**Hours:** Full time, Monday to Friday (10am-6pm regular hours).  
Overtime is not paid but time off in lieu will be given.

As a charity, we are engaging with a trial of a 4-day working week. This will shift working days to Tuesday - Friday with no adjustment to the offered salary.

Our organisation follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks or personal work preferences. Working from the office is encouraged for tasks that require a high degree of collaboration.

This role has an expected in office average of 75%.

**Holiday:** 26 days per annum + bank holidays.

**Fixed term contract:** 1 year fixed term

**Commences:** As soon as possible

We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com)

Please head to our website to see how to apply for the position.

<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

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# CORE DUTIES

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## **THE ROLE**

The Fundraising Administrator supports the Executive Director in implementing Little Angel Theatre's fundraising strategy. This involves various activities, including fundraising from trusts, supporting events, and generating income from individual giving. These areas make up over £300,000 of income for Little Angel Theatre per annum.

This role would suit someone who is passionate about the arts and has an interest in pursuing a career in Fundraising. It is our ambition for this role to develop into a Relationships Manager who maintains LAT's relationships with key trusts and individuals.

There will be plenty of training opportunities which will enable the right candidate to continue to develop, learning new skills as they imbed in the organisation.

## **PRINCIPAL AREAS OF RESPONSIBILITY**

### Trusts and Foundations

- Data input and general administrative support for the Fundraising department.
- Coordinate and deliver development meetings and follow up on actions that have been delegated to other staff members.
- Research prospects i.e. individuals, trusts, and corporates that LAT could approach.
- Manage the Funding Tracker shared document, including keeping track of the ongoing fundraising targets and continuously looking to improve our processes.
- Complete applications where appropriate.
- Ensure project leaders are recording appropriate information as required for evaluation reports for funders and support in the collection of this information where necessary.
- Hit targets for the volume of applications applied.
- Support with Gift Aid Claims and supplying evidence of agreements with Trusts for the annual financial audit.

### Individual Giving

- Manage the monthly reconciliation of the Patron's donations and regular one-off donations.
- Lead on stewardship for all areas of fundraising, including maintaining contact with people and trusts after they have donated money, ensuring web credits, logos and other acknowledgements are accurate and kept up to date, and that all evaluation reports are submitted on time.
- Ensure we are using Spektrix to its maximum capability to manage relationships.



- Keep up-to-date on changes to Gift Aid legislation and undertake the quarterly Gift Aid claim.
- Produce regular high quality communications for our current and prospective donors.
- Proactively research potential donors and, with support, devise appropriate cultivation plans.
- Research other channels for philanthropic giving (for example raffles, lottery, payroll giving).
- Oversee the LAT Big Give Fundraising Campaign for Summer and Christmas.
- Collaboration with LAT staff to produce communications for individual givers.

### Major Donors

- Work with LAT's executive team to deliver the 10 by 10 Major Donor Strategy.
- Work at events and VIP performances to ensure LAT attracts new donors and maintains existing donor engagement.
- Ensure existing and prospective donors are on the VIP event lists and send out invitations as required.
- Identify and build prospect lists for philanthropic giving.
- Send out personalised e-mails when people have donated.

### Other Duties

- Work with the Marketing Manager to ensure that our fundraising activity is given proactive coverage across spaces, on social media and on our website.
- To represent the company as and when required at performances, workshops, and other networking events.
- Adhere to stated policies and procedures relating to Health & Safety, Environmental Responsibility and Equal Opportunities.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Attending professional development sessions and industry events where appropriate.
- Any other ad hoc duties requested by the company.

### **Perks of the job**

- 4-day working week, with full 5-day pay.
- Industry-leading in supporting staff with a flexible work/life approach.
- Proactive approach to training and development.
- Generous annual leave allowance, including birthday leave.
- Free places on adult learning courses to develop your skills.
- Be part of an exciting, dynamic and award winning organisation.
- Complimentary tickets to shows for you and your family.
- Cycle to work scheme.
- Employee benefits scheme, including discounts at cinemas and local / national retailers.



# PERSON SPECIFICATION

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Little Angel makes work for a wide-ranging family audience. All staff members are expected to represent the company in a friendly and approachable manner at all times.

## **Essential**

- A positive attitude.
- A quick learner who is enthusiastic to get involved.
- An ability to work as part of a team.
- Flexibility and willingness to learn.
- Strong administrative skills.
- Basic understanding of financial processes.
- Experience working in an office environment.
- Demonstrable interest in Fundraising.
- Ability to proofread with a high degree of accuracy.
- Excellent written communication skills, including the ability to write in formal and informal registers, and to explain things clearly to others.
- A passion for the arts.

## **Desirable**

- Experience in fundraising.
- Experience in grant writing.
- A passion for storytelling.
- Experience creating content for Social Media.
- Experience in evaluating and reflecting on projects.

This job will require proof that you have the right to work in the UK. We are legally required to perform a right to work check with the chosen candidate.

# HOW TO APPLY

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Please head to our website to see how to apply for the position:

<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

There you will need to download and complete our Application and Equal Opportunities forms.

Please send your completed application form to [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com) with the subject line FA24\_yourname

**You can fill in our Equal Opportunities form here:**

<https://forms.gle/9HvGCmqMvaGtqCuv7>

As part of any recruitment process, Little Angel collects and processes personal data relating to job applicants. Your information will be shared internally on a limited basis only for the purposes of the recruitment exercise. If your application for employment is unsuccessful, Little Angel will hold your data on file for six months after the end of the relevant recruitment process.

<b>Closing date for applications:</b>	Monday 11 <sup>th</sup> November, 5pm
<b>Interviews:</b>	Week Commencing 18 <sup>th</sup> November
<b>Start date:</b>	As soon as possible

For more information about the company please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)  
Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.

