Reporting to- Head of Development & Partnerships

Department – Development

**Contract Type- Permanent/full time. Part time/flexible working may be considered**

Development
Co-ordinator

**Principle Purpose of the role**

The Development Co-ordinator is a new role created to support the Development Team in securing vital funding to help the organisation achieve its ambitious goals. Working closely with the Head of Development & Partnerships, the postholder will play a key role in assisting all team members in executing the organisation’s fundraising strategy. In this role, you will provide support in the following ways:

**Events**

* Respond to initial event enquiries via email, phone or in person, capturing data and ensuring information is provided in a professional and timely manner. Liaise effectively with the Corporate Events Manager to hand over for management.
* Create contracts, invoices, function sheets, and updates for all corporate or Development events produced and delivered with accuracy and to deadlines.
* Conduct show rounds and tours for potential event clients.
* Provide assistance to the Corporate Events Manager with events and, when required, deputise.
* Liaise effectively with all other Lighthouse departments required to successfully run an event.
* Take responsibility for the management of internal and cultivation events, liaising with all other relevant departments as necessary.
* Research potential new clients and event income streams, guided by the Head of Development & Partnerships.
* Support the department by attending Press Nights and cultivation events where required to encourage new partnerships and donors.
* Keep accurate records and update budget documents as instructed

**Business Club and Sponsorships**

* Research potential new clients, guided by the Head of Development & Partnerships.
* Support the department with the stewarding of Business Club and Sponsorship clients.
* Support the department to ensure all contracts, invoices, and benefits are managed and delivered with accuracy and to deadlines.
* Create contracts, invoices, for all sponsorships and Business Club members and manage excellent delivery of sponsors/Business Club benefits as required.

**Friends and individual giving**

* Prepare written communications, invitations, incentives, and updates to existing Friends as directed.
* Undertake data and research as needed or instructed for Friends, Trusts and donor cultivation.
* Ensure all Friends collateral is effectively positioned and maintained in all Front of House areas.

**Communication**

* Update Support Us pages on the Lighthouse website and ensure all Development information is correct.
* Update Front of House areas of acknowledgement for Business Club, Sponsors, and donors as necessary.

**Other**

* Proactively support Department colleagues.
* Promote and communicate Lighthouse’s values and culture to both internal and external customers.
* Any other relevant fundraising-based tasks as required by the Head of Development & Partnerships.

**Training**

* Take responsibility for personal professional training and development, including attending and completing relevant induction and mandatory training. Core Training will cover Online IHASCO training and Health and safety as part of the induction.
* Participate in the annual staff review process with the line manager and take up opportunities identified as part of learning and development.

**Health and safety**

* Adhere to health and safety legislation and Poole Arts Trust’s policies and procedures.
* Minimise the Trust’s environmental impact wherever possible adhering to and supporting its Sustainability Policy. To include recycling, switching off lights, computers and equipment when not in use, helping to reduce paper waste by minimising printing/copying, reducing water usage and reporting faults and heating/cooling concerns promptly.

**Representation**

Represent Lighthouse at performances, meetings, and events, as and when required, including some evening and weekend working.

**Diversity**

To be aware of and always embrace the EDIB culture at Lighthouse.

**Values**

Work to and promote the Lighthouse values of being Aspirational, Welcoming & Excellence.

**Personal specification**

Essential

* Excellent communication and interpersonal skills, both verbal and written
* High competency level in English language and grammar
* Well organised and able to manage personal time efficiently
* Be able to multi-task and highlight priorities
* Have strong attention to detail
* Be highly proficient in MS Office, including Word and Excel
* Experience of working in events, and an understanding of their demands
* Be solutions focussed
* Be commercially aware and understand the need for income targets
* Be able to work accurately under pressure and meet deadlines
* Able to work early mornings, evenings and/or weekends if required
* An interest in live arts

Desirable

* Working knowledge of Artifax
* Working knowledge of Spektrix
* Previous experience of working within charity fundraising
* Knowledge of the complexities of working in a live arts venue
* Previous experience in researching information available in the public domain
* Local knowledge of Poole, and of Lighthouse

Personal characteristics

* Supportive team player, working with humour and resilience
* Able to work effectively in a large, open plan office
* Flexible and reliable
* Comfortable being client facing
* Proactive and able to manage own time effectively
* Tactful, approachable, discreet, and diplomatic
* Must enjoy meeting new people and engaging with them