



Job Description

Job Title: Major Gifts Coordinator

Reports to: Director of Development / Campaign Management Team

Job Context / Purpose of the Job

Development Director / Capital Campaign Management Team
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Major Gifts Coordinator

The Development Department at Shakespeare's Globe has responsibility for raising nearly £1m each year to support the Globe's creative work, mainly for the annual Theatre Season and the work of Globe Education. There are three main strands of funding: individual giving, including from our 6,000 Friends and Patrons, corporate support and grants from trusts and foundations. The Globe receives no public funding or subsidy for its core charitable activities, and therefore relies on the support of companies, grant-giving bodies and individuals from across the world.

Ambitious plans are currently underway to undertake various Capital Development Projects, namely the creation of a dedicated Education and Rehearsal Centre, the construction of a custom-built Research Centre and Library, the completion of a faithfully reconstructed seventeenth century indoor theatre, and the establishment of an endowment fund to guarantee the development of the Globe's experimental and pioneering work. The combined cost of these projects will be £20 million.

The post holder will be a Globe member of staff, however on a daily basis will work directly with a fundraising consultancy team (Compton Fundraising). Compton's are managing the capital fundraising campaign on behalf of the Globe. The campaign is chaired by Bruce Carnegie-Brown who is supported by a team of senior volunteers. The post-holder will be required to support senior volunteers in the solicitation of major gifts from individual, trust and corporate donors, and to service existing donors.

Shakespeare's Globe is an educational charity administered by the Shakespeare Globe Trust.

Principal Responsibilities

Managing a Programme of Cultivation Events

- To arrange a series of bespoke cultivation events for major donors. This will vary from small scale events (dinners, theatre visits, tours, education projects) to larger receptions both at the Globe and off-site

Working with Senior Volunteers

- To develop effective working relationships with the Trust's senior volunteers

Submitting Proposals

- To work with the Compton Team and the members of the Globe's Development Department in the production of high calibre proposals and presentational materials to potential donors

Servicing of Existing Major Donors

- To provide administrative support to service individual donors e.g. thank you letters, general correspondence, ticket requests and e-mails
- To ensure timely acknowledgement of all major donors
- To deal with ticketing and administration for donor events

Research & Information Management

- To research and provide detailed profiles on individuals, companies, trusts and other grant-giving bodies as required
- To maintain accurate records for all supporters/prospects on PROGRESS database

Person Specification

Essential

- A mature, clear-minded individual with a good eye for detail
- Excellent inter-personal and verbal/written communication skills, a well developed sense of tact and diplomacy
- Proven administrative and customer service skills secured from working in an office or similar environment
- Proven experience of databases, and excellent IT skills with a familiarity of all major MS Windows-based software packages
- Demonstrable time-management skills; ability to prioritise and manage own workload, and to remain calm under pressure
- A team player with enthusiasm and a positive 'can do' attitude
- A commitment to working within a creative arts/education environment
- Understanding of current fundraising market trends

Desirable

- Experience of working in a heritage or arts related environment

Terms and Conditions

[A full set of terms and conditions will be supplied with a contract of employment]

- Salary:** Competitive dependent upon experience.
- Hours:** 35 hours per week inclusive of lunch breaks. Flexibility of working hours will be required with some evening and weekend commitments for which, if these hours are worked, time may be taken off in lieu upon representation of this to, and with the express agreement of, the Director of Development.
- Holiday:** The annual holiday entitlement is 25 days each calendar year. Bank Holidays are in addition to this.
- Review:** The post-holder will be on probation for the first three months at which point s/he will receive a formal review.
- Benefits:** The Trust offers membership, upon successful completion of the probationary period, of a contributory group personal pension scheme; Shop and Globe café discount; free entry to the Shakespeare's Globe Exhibition and to Globe Education events.

The deadline for applications is 5pm on Friday 11 July. First interviews will be held in the week commencing 14 July. Second interviews will be held in the week commencing 21 July; there is a likelihood that at this stage we will ask you to make a short presentation based on a practical fundraising scenario.

Applications should be made by sending a current cv with a covering letter explaining your suitability for the post by e-mail to Samir Savant, Director of Development (samir.s@shakespearesglobe.com)

For further details, or an informal discussion about the role, please contact Samir by e-mail (samir.s@shakespearesglobe.com) or by telephone (020 7902 1454).

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within the Shakespeare Globe Trust.

Details of the projects and programmes listed above can be found on the Shakespeare's Globe web site: www.shakespeares-globe.org