



Fundraising Officer – Job Description

Based at: (Hybrid) Crucible Theatres and Utopia Theatre Creative and Performance Lab

Reports to: CEO/Artistic Director

Salary: 26,000 per annum (pro rata)

Contract Type: Permanent, 2 days a week, Subject to a three-month probationary period

Closing date: 29th September 2023

Interview Dates: Thursday 12th and Friday 13th October 2023

Job Purpose

The Fundraising Officer will work with the Utopia Theatre team to draft and develop funding bids for the charity from a variety of funders to meet their funding goals. This will include applying for funding from Arts Council England, various trusts and foundations, and other sources of funding where appropriate. As Fundraising Officer you will be proactive, and dynamic and have some experience in raising funds from grant-making trusts and foundations and/or governments and in writing funding bids.

About Utopia Theatre

Utopia Theatre is a leading voice for African Theatre in the UK. Formed in 2012 by director Mojisola Kareem-Elufowoju, with a mission to bring contemporary work celebrating elements of life, culture, language and traditions from Africa to the British stage. The company is based in Sheffield and was provided with residency premises at Sheffield Theatres in 2016. We present productions there and tour nationally and internationally. We also pride ourselves on our ability to deliver our work both live and digitally, the latter enabled through the creation of a wealth of online resources and digital events. Our mission is to actively engage African communities, facilitate the development of emerging artists and foster dialogue and creative exchanges.

Job Specification

The role includes:

- Coordinating with the CEO/ Artistic Director to identify the funding requirements of Utopia Theatre to help meet funding targets for projects outlined in the business plan.
- Utilising the fundraising plan to identify the best source of funding for the organisation's requirements
- Research new opportunities and support the development of relationships to secure funding

Utopia Theatre

The Crucible

55 Norfolk Street

Sheffield, S1 1DA

Phone: +44 [0] 114 201 3837 | 07584243464

Website: www.utopiatheatre.co.uk



- Maintain an up-to-date understanding of funding sources and their requirements from applicants
- Drafting bids to meet the criteria of the funder or programme and to the timescale agreed with the Artistic Director
- Re-drafting when required by the CEO/Artistic Director to a timescale as advised
- Working closely with the Finance Officer, CEO and Participation Coordinator to help coordinate and draft reports to donors on funded projects and activities
- Contribute to the development of the fundraising strategy
- Being available for meetings and phone calls as required
- Working to deadlines, including managing multiple deadlines simultaneously

Person Specification

Essential Skills

- Excellent writing, editing and proofreading skills, suited to preparing professional funding proposals of the highest standard
- A passion for and knowledge of the arts
- Highly organised, with attention to detail and ability to meet deadlines
- Creating and maintaining accurate records

Desirable skills

Bid writing experience, especially in theatre funding

An understanding of funding sources, including Arts Council England, Trusts and Foundations, and other potential funding sources for the arts

An understanding and passion for African Theatre

Positive and can-do attitude, creative, flexible and enthusiastic, with a commitment to excellence and professionalism

Proficient IT user, including Microsoft Office Packages, Internet and email

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How to Apply

To apply, please send a **cover letter** (no more than two sides of A4) and a **CV**, addressed to **Mojisola Kareem-Elufowoju** and either emailed to director@utopiatheatre.co.uk or sent by post to:

Mojisola Kareem-Elufowoju

CEO and Artist Director

Utopia Theatre

The Crucible

55 Norfolk Street

Sheffield

S1 1DA

your CV and cover letter to info@utopiatheatre.co.uk

Closing Date is 12pm, Friday 29th September 2023. Please note that we are unable to accept late applications.

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