

Producer (Fundraising)



Application Information

Enclosed is information about the role of Producer (Fundraising).

To apply for the role please email hello@littlemighty.co.uk with your CV and a covering letter (no more than 2 pages), outlining how your skills fit the job description and person specification.

Deadline for applications: 12 noon on Friday 8th December 2017

Interviews will take place at our office in Leeds on Friday 15th December 2017

If you would like to discuss the role or require further information please contact Gloria Lindh on gloria@littlemighty.

About LittleMighty

LittleMighty is an independent producing house that works nationally and internationally with remarkable artists to make brilliant theatre happen. Our recent successes include Silent Uproar's multi-award winning *A Super Happy Story (About Feeling Super Sad)* at the Edinburgh Fringe, which will tour for the next two years. Previous successes include Unfolding Theatre's *Lands of Glass* and *Putting the Band Back Together* (Journal Culture Awards: Best Performance); and Testament's *Blake Remixed* (co-production with West Yorkshire Playhouse). <http://littlemighty.co.uk/>

LittleMighty receives no regular funding and is reliant on fees and commissions derived from fundraising activity on behalf of our clients. We have a strong level of success with applying to ACE and have raised over £1 million for our artists in the four years since the company was formed.

Job Description

Responsible to: Company Directors

We are looking for a Fundraising Producer to work with us on a freelance, flexible part-time basis.

The Fundraising Producer will work with the Executive Producer on fundraising for the theatre companies, artists and projects we work with. Our work involves developing new theatre for small- and mid-scale touring nationally and internationally. We are also looking to fundraise to support the development of our organisation. The role will involve working with the Directors and artists to support this through identifying and applying for public funds, including Arts Council England, and trusts and foundations.

LittleMighty is a small team that supports a large output. The Fundraising Producer will report to the Executive Producer and work closely with the Assistant Producer.

The company offices are based in Leeds, though we will consider flexible working for the right candidate.

Fee: £4800 based on approximately 8 days per month for 6 months.

The contract will run from January 2018, with flexibility on exact start date. This is initially a maternity cover role, but with the potential to continue should future fundraising targets be met.

Role and Responsibilities

- In collaboration with the Executive Producer to research and identify appropriate funding sources for LittleMighty development, artists and projects. These are likely to range through public funds (such as Arts Council England and local authorities),

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commissioning opportunities, trusts and foundations, commercial sponsors and individual donors.

- Work in collaboration with the Executive Producer, artists and companies to produce well-researched and well-matched applications for prospective funders.
- In collaboration with the Executive Producer, develop and maintain fundraising schedules and develop future fundraising strategies.
- Maintain clear and effective communication with funders on behalf of LittleMighty and our clients.
- Work closely with Assistant Producer and clients to ensure necessary information and evaluation is captured to support funding evaluation reports.
- Work with the Executive Producer and clients to develop realistic, achievable project budgets.

Person Specification

Experience

Essential

- Experience of fundraising within the theatre and performing arts sector, and of writing successful funding applications, including Arts Council England *Grants for the Arts* bids
- Experience of drawing up and managing budgets
- Experience of working directly with artists/companies to develop their work
- A strong understanding of the current context for independent artists making work in the subsidised sector

Desirable

- Experience of devising and implementing fundraising strategies.
- Knowledge and understanding of trusts, public sector funders and individual giving

Skills and Qualities

- Enthusiasm and ability to anticipate, direct and monitor own programme of work
- Strong written and verbal communication skills, including the ability to present clear reports to funders and other key stakeholders
- Ability to manage multiple projects in a fast-moving and varied work environment, and to work to tight deadlines
- Strong interpersonal skills: the ability to work well with people at all levels, both within the organisation, and with outside stakeholders
- Excellent influencing and negotiating skills
- Excellent organisational skills with an attention to detail and commitment to producing work to a high standard
- Commitment to principles of equality and diversity