



Fundraising & Development Officer

Overview

Black Women Let Loose Theatre Company CIC (BWLLTC) is looking for a freelance Fundraising & Development Officer.

We are a group of black women who create theatre for a range of audiences through the telling of stories that relate to our life experiences. Company members collectively write and perform original work.

It is an exciting time for us as we seek to develop projects that will aim to address the under-representation of black women and girls in the arts and the lack of opportunities for them to engage in creative practices. The projects will serve as a vehicle to address wellbeing, good mental health, inequality and under-representation

We respond to issues affecting this community which have become more prevalent since the outbreak of the covid-19 pandemic and the Black Lives Matter movement. This includes the lack of sustained confidence building, the lack of opportunity for them to have a strong voice; their life choices being determined by those outside of their lived experience; the prevalence of mental health challenges and historical racial trauma which has been exacerbated by the pandemic.

We need our work to be sustainable and legacy building in order to meet the challenges black women and girls face. The Fundraising & Development Officer will work with us to establish such sustainability and avoid short term fixes which do not result in systemic change, or create legacy.

Summary of work

Working with BWLLTC to secure funding for new projects, engaging women and girls, in schools and prisons; to undertake research and produce a fundraising strategy; build relationships with corporate and public sectors, seek sponsorships and partnerships; and complete funding applications.

Key details of the contract

Part-time freelance contract for services
Responsible to BWLLTC Directors

Location: Home/remote working with some in-person meetings in Bristol

Timeframe: March 2022 to August 2022

Working average of 2 days per week. Total of 52 days.

Proportion of time spent on fundraising 1.5 and 0.5 on development.

Fee: £8,320. At an average of 2 days per week over 26 weeks/6 months is equivalent to 52 days @ £160 per day. This is an estimation of the time required, but applicants are invited to submit a breakdown of how they would undertake the work within the timescales required.

How to apply

Submit a CV of no more than two pages and a covering letter of no more than two pages.

All applications must clearly state how they meet each of the criteria listed on the Person Specification.

Deadline for submission of applications 10am on Monday 14 February 2022

Interviews will be held, via Zoom, on Friday 25 February 2022

Contract to start in week beginning Monday 14 of March

We are committed to ensuring that the interview process is accessible to all shortlisted candidates. However, we are keen to appoint a candidate who is familiar with / representative of the beneficiaries we serve and encourage applications from Black, Asian and ethnically diverse people.

As part of any recruitment process, BWLLTC will collect and process personal data relating to applicants. Our data protection policy details our practice and this can be found here. [Privacy-statement](#)

If you have any questions about the role or process please get in touch by email – contact@bwilltheatre.co.uk

www.bwilltheatre.co.uk

Facebook: [@BlackWomenLetLoose](https://www.facebook.com/BlackWomenLetLoose)

This role is made possible by funding received from the Black & Minoritised Women's Fund. Our thanks to the Women's Resource Centre (WRC), Comic Relief and the National Emergencies Trust.

Job description

We are looking for a Fundraising & Development Officer to create and deliver a successful fundraising strategy and, in so doing, represent our values and communicate our mission to stakeholders.

The post holder will work with the company directors to deliver the strategy that raises the profile of the company and reaches new sources of funding to enable us to deliver workshops and performances.

MAIN DUTIES AND RESPONSIBILITIES

1. Lead on, develop and implement a fundraising strategy, ensuring that opportunities for generating income are identified and maximised
2. Propose, research, develop and complete bids and applications for funding
3. Deliver agreed fundraising targets
4. Develop and manage relationships with trusts, foundations, companies and private donors to raise income, sponsorship and support-in-kind
5. Attend BWLLTC business planning meetings
6. Maintain regular communication and feedback processes with the company directors
7. Provide regular updates on work progress and evaluation reports. These will include periodic reports and case studies, as required by WRC
8. Ensure activities are compliant with fundraising regulations
9. Ensure all data is handled in accordance with GDPR
10. Carry out other duties as required by BWLLTC, as is reasonable and commensurate with the nature of the post held.

Person Specification: Experience, skills, knowledge and attributes

ESSENTIAL EXPERIENCE

- Experience of creating and delivering successful fundraising strategies for small organisations
- Proven track record of success in fundraising in at least two of the following:
 - Grants
 - Trusts and foundations
 - Corporate fundraising and partnerships
 - Local authority and other sources
- Understand the process of identifying opportunities, drafting and submitting funding proposals
- Experience of reporting to directors of a company
- Experience of building and managing relationships with a wide range of stakeholders

DESIRABLE EXPERIENCE

- Demonstrable experience of managing budgets and financial control systems
- Experience of reporting to funders
- Professional membership of the Association of Fundraising

SKILLS and KNOWLEDGE

- Comprehensive knowledge of types and sources of funding
- Collaborative approach to managing relationships both internal and external
- Excellent verbal and written communication skills
- Outstanding organisational skills with meticulous attention to detail
- An aptitude for forward planning and prioritising effectively
- Ability to work on own initiative, cope with competing demands, and manage own workload to agreed deadlines
- Understanding of UK cultural policy and fundraising regulations
- Comprehensive knowledge of best practice and keeps up to date with sector trends
- Excellent IT skills including Microsoft Office, database management, web skills

PERSONAL ATTRIBUTES

- Possess financial and fundraising acumen
- A proactive, personable, professional and diplomatic demeanour
- Confident in making the 'ask' and closing the deal successfully
- A commitment to equity, diversity and inclusion agendas
- A creative thinker
- Open to accessible and flexible ways of working



Our Vision, Mission and Values.

Black Women Let Loose Theatre Company is a Bristol-based Community Interest Company created to highlight the experiences of women of African and Caribbean descent through devising and producing theatre.

OUR VISION

We envisage a world where black women can easily see their experiences reflected in a multitude of ways in theatre and other art forms.

OUR MISSION

Playing our part in making our vision a reality, we aim to:

- Highlight the experiences of women of African and Caribbean descent by providing imaginative theatre performances and workshops.
- Offer original performance pieces and theatre productions devised by the company to wide ranging audiences.
- Work collaboratively with individual artists, venues and other agencies for the development of theatre productions.
- Provide opportunities for women of African and Caribbean descent to engage in theatre and tell their own stories – through workshops, Q&A sessions or other creative processes.

OUR VALUES

Truth - We place our Truth at the forefront of our work; this enables authenticity in our stories, our voice and our self-expression.

Celebration - We are committed to celebrating and enriching the experiences, stories and achievements of all our black sisters.

Difference - We endeavour to make a lasting impact with our work, to inspire and motivate audiences and encourage exploration of the discourses we present.

Creativity - We champion creative expression and enable others to share and perform their stories.

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The main **beneficiaries** of our activities are women and girls living in Bristol and more broadly around the UK, in particular;

- Women and girls from Black African and Black Caribbean heritage and other minority ethnic communities who want to have their backgrounds and experiences represented in theatre and to engage in creative activity and wanting to express their stories and lived experience through workshops, Q&A sessions or other creative processes.
- Women and elders from the African Diaspora with stories to tell around culture and ancestry.
- Those who rarely visit the theatre due to socio-economic circumstances including financial hardships, family and care responsibilities, time restraints and perception of the relevance of theatre.