



Fundraising and Grants Officer

Role Type: Volunteer

Time Commitment: 10 hours per month, with some flexibility depending on the specific grant deadlines or funding campaigns

Location: Primarily remote, with occasional meetings

Overview

Are you passionate about helping the arts thrive through the power of funding? As our Fundraising and Grants Officer, you will be the driving force behind securing grants and fundraising opportunities for SMTTC. Your primary responsibility will be researching, applying for, and managing grants, as well as developing fundraising strategies to ensure the long-term financial health of the company.

This is the perfect role for someone with a keen eye for funding opportunities, strong writing skills, and the ability to plan and execute fundraising initiatives.

Key Responsibilities

Grant Research & Applications

- Research available grants from government bodies, arts foundations, trusts, and other funding organisations.
- Write and submit grant proposals that align with the needs and goals of the theatre company.
- Ensure all relevant documentation and evidence are included with applications to maximise success rates.
- Inform Directors well in advance of opportunities.
- Track all applications and communicate outcomes to the Treasurer and Directors.
- Monitor grant deadlines and ensure timely submission of reports as required by funding bodies.

Fundraising Strategy Development

- Develop strategies for fundraising campaigns, ensuring the theatre group's financial goals are met.
- Identify potential individual donors, community groups, and funding opportunities that align with the theatre's objectives.
- Cultivate relationships with past donors and seek new prospects to expand our supporter base.
- Develop materials and content for fundraising campaigns, including letters, emails, and social media posts.

Grant Management

- Oversee the management and reporting of secured grants, ensuring that funds are used in accordance with grant conditions.
- Provide regular updates to the Directors regarding the status of grants and fundraising efforts.
- Ensure timely and accurate reporting to funders, demonstrating the impact of the grant on the theatre's activities.
- Keep meticulous records of all grant applications, correspondence, and outcomes.

Skills Required

- **Grant writing skills** – Ability to write compelling proposals that clearly explain the need for funding and the expected outcomes.
- **Research skills** – Strong ability to find and evaluate relevant grant opportunities that align with the theatre's activities.
- **Fundraising knowledge** – Understanding of the fundraising process and strategies for attracting donations.
- **Organisation & time management** – Ability to manage multiple deadlines and keep track of various funding applications.
- **Financial awareness** – Understanding of how to budget for projects and manage restricted funds according to grant conditions.
- **Communication skills** – Ability to communicate the theatre's mission and funding needs effectively in writing and in person.
- **Persistence and resilience** – Ability to handle rejections and keep seeking new opportunities.
- **Attention to detail** – Ensuring all applications and reporting meet the necessary standards and requirements.

KPIs (Key Performance Indicators)

- Submit a minimum of **three grant applications per year**.
- Ensure **100% compliance** with reporting requirements for all grants.
- Maintain detailed records of all grant applications, resulting in a positive audit trail for financial transparency.

Why You'll Love This Role

As our Fundraising and Grants Officer, you will directly influence the financial sustainability of SMTC helping us continue to create fantastic productions and serve the local community. This is an ideal role for someone with a passion for writing, research, and securing funding for a meaningful cause. You will play an essential role in supporting the arts while gaining valuable experience in the non-profit fundraising sector.