

## Trusts and Foundations Manager

Responsible to: Development Director

Contract: Permanent, 0.8 FTE 28 hours per week  
Normal working hours are 10am–6pm, with flexibility required for occasional evenings and weekends (TOIL available).

Salary: £35,000 pro rata

Key Relationships: Current Trusts & Foundations supporters, Development Director, Development Team, Programme & LEAP Teams, Senior Events Officer, Finance, External Trust & Foundation Representatives, Development Committee

### Job Purpose

The Trusts & Foundations Manager will play a central role in developing and delivering CFT's Trusts & Foundations strategy, securing vital support for the theatre's wide-ranging cultural, educational and social impact programmes. Chichester Festival Theatre has a strong track record of building long-term relationships with both local and national trusts, securing essential investment across areas including arts engagement, mental health, dementia care, education, heritage, inclusion and access.

With an established and credible trust base already in place, this role will be responsible for identifying new opportunities for growth, writing compelling bids and ensuring excellent stewardship of existing funders. Working closely with the Development Director and wider Development team, the postholder will help strengthen and expand CFT's Trusts & Foundations portfolio, contributing directly to the theatre's long-term financial sustainability and impact.

### Key Responsibilities

- Research and identify new Trusts & Foundations to build a strong funding pipeline.
- Write compelling, tailored funding applications
- Coordinate with internal departments to shape high-quality, evidence-based proposals.
- Track application progress, deadlines and reporting schedules.
- Provide outstanding stewardship to existing funders through reports, evaluations and updates.
- Manage invitations to cultivation events, press nights and project visits.
- Cultivate new prospects through Development Committee and trustee networks as well as proactive outreach.
- Process payments, receipts and acknowledgements via Spektrix.
- Work with Finance to reconcile restricted income.
- Attend supporter events, press nights and cultivation events as required (including evenings/weekends).

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- Manage and oversee excellent trust administration.
- Contribute to annual Trusts strategy alongside the Development Director.

## Responsibilities of all Staff Members

- Be aware of the work of the other departments in the achievement of CFT's aims
- Take an active part in communicating and co-operating with other staff and departments
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- Work in accordance with the Equal Opportunities policy of CFT
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or company aims
- Maintain a clean and safe working environment at all times
- Be an active ambassador for CFT, its aims, objectives and values
- Commit to CFT's environmental policies to reach net zero and collaborate with us in finding innovative solutions towards more sustainable theatre-making

## Person Specification

### Essential Criteria

- Experience writing successful five and six figure bids.
- Strong relationship-building skills with trustees and funders.
- Excellent administrative and organisational skills.
- Ability to manage multiple deadlines and reporting requirements.
- Strong written communication skills adaptable for different funders.
- Proactive and collaborative approach.
- Ability to manage a minimum annual Trust income target of c£250,000.
- Understanding of impact reporting/evaluation.

### Desirable Criteria

- Experience in the arts or charity sector.
- Knowledge of Spektrix or similar CRM systems.
- Experience stewarding funders via events or project visits.

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## **A few more things...**

We're an Equal Opportunities employer. We embrace and celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives and skillsets. We passionately believe that the more diverse and inclusive we are, the better we'll be as a company, an employer, a community hub and a theatre. We actively encourage applications from people that have been traditionally under-represented in the arts.

We really value people who will bring unique perspectives and will add new knowledge to our team. The Theatre has an equality of opportunity approach and aspires to give everyone the chance to achieve their potential.

You may already have seen that CFT are Disability Confident and are committed to creating a diverse and inclusive culture. We welcome applications from individuals with disabilities and are committed to providing an inclusive recruitment process, including making reasonable adjustments to support all candidates, and offering an interview to applicants with a disability who meet the minimum criteria for the role.

CFT have a range of policies and procedures in place which promote safeguarding and safer practice across our organisation.

All appointments are made subject to satisfactory reference and proof of eligibility to work in the UK.