

## Motionhouse | Fundraising Coordinator

### Reports to the Communications and Development Director

Purpose of the post:

- To support all fundraising activities to ensure the long-term resilience and sustainability of the company

Detailed job description:

- Research new trusts and foundations for fundraising applications.
- Under the direction of the Communications and Development Director, research, develop and draft fundraising applications and cases for support.
- Draft reports and disseminate to funders.
- Research local businesses for potential support partnerships.
- Provide a supporting role to the Communications and Development Director to promote, manage and administrate our membership schemes including corresponding with our regular givers.
- Work with the Communications and Development Director to organise and run fundraising events and initiatives.
- Ensure that the fundraising pages of the website are up to date at all times.

### Other

- Ensure adherence to Data Protection legislation
- Undertake any other reasonable duties as allocated by the Communications and Development Director
- Maintain confidentiality in relation to personnel issues and always have regard to promoting and preserving the reputation of the Company and its employees
- Attend meetings and complete training courses as necessary
- All staff are expected to promote and ensure the implementation of the equal opportunities policies of Motionhouse and to respect data protection laws

Usual place of Employment: Motionhouse, Spencer Yard, Leamington Spa, Warwickshire, CV31 3SY

### **Further information**

**Salary** £23,000 - 27,000 per annum, depending on experience, paid on a monthly basis. There is a pension scheme. We are open to flexible working for this role.

**Working hours** 37.5 hours per week, including some weekends and evenings.

**Overtime** No paid overtime: we operate a time off in lieu system.

**Holiday** 25 days plus statutory holidays.

**Probationary period** Six months. **Notice period** 2 weeks within probation period. Three months thereafter.

## Fundraising Coordinator – Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education/Qualifications</b>	A degree or equivalent	Training in fundraising.
<b>Experience/Knowledge</b>	<p>Experience working in a busy team, managing large workload and priorities.</p> <p>Experience of Microsoft Office – Word, Excel, Outlook.</p> <p>Experience in a fundraising role.</p>	Experience working in an arts organisation
<b>Skills/Abilities</b>	<p>Excellent written and verbal communication skills</p> <p>High level of accuracy and attention to detail</p> <p>Excellent organisational and prioritising skills</p> <p>The ability to problem-solve, multi-task and use own initiative whilst working under pressure</p> <p>The ability to work both independently and in a team</p> <p>The ability to work to deadlines</p> <p>Excellent research skills and experience in making and updating dynamic worksheets</p>	<p>Experience in sales and income generation</p> <p>A knowledge of trusts and foundations</p>
<b>Personal Attributes</b>	<p>Highly motivated and enthusiastic.</p> <p>A willingness to become part of a small, committed and enthusiastic team</p> <p>Commitment to high standards</p> <p>Interest in continuing skills development</p> <p>Flexibility to work some evenings and weekends</p> <p>Ability to work under pressure</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Excellent team player</p>	A passion for dance and the arts

## Application Procedure

To apply please email your application to [Jane@motionhouse.co.uk](mailto:Jane@motionhouse.co.uk)

You should send a covering letter setting out clearly how you meet the person specification for the post, detailing relevant experience and your ability to deliver the duties set out in the job description. Let us know why you would like to work for Motionhouse. Please also attach your CV and details of two referees. Please let us know in your cover letter where you saw the advert for the post. We would appreciate it if you could fill in and send our Equal Opportunities form. In order to monitor the effectiveness of our equal opportunities policy it is important to collect and record information to monitor who is applying to work with us. In line with our commitment, any information provided is entirely anonymous, confidential, and is not part of any selection procedure.

In preparation for your application, and for more information about the company we recommend that you visit [www.motionhouse.co.uk](http://www.motionhouse.co.uk)

**Closing Date for Applications:** 5pm, Wednesday 10<sup>th</sup> July

**First interviews:** 16<sup>th</sup> of July

**Second (recall) interviews:** 23<sup>rd</sup> of July

Please keep these days free. We will be calling people to let them know they have been selected for interview on Friday 12<sup>th</sup> July.

**Ideal start date:** late September/ early October

Motionhouse, Spencer Yard, Leamington Spa, Warwickshire, CV31 3SY

[t] +44(0)1926 887 052 | [e] [Jane@motionhouse.co.uk](mailto:Jane@motionhouse.co.uk) | [w] [www.motionhouse.co.uk](http://www.motionhouse.co.uk)

***Motionhouse champions equality and aims to create a culture that respects and values diversity.***

## About Motionhouse

### Motionhouse | History

Founded in 1988 by Louise Richards and Kevin Finnan MBE, we create world class dance-circus productions that tour extensively to rave reviews from our audiences across the globe. From full-length productions for theatre touring to flexible work for the outdoors and large-scale performance events, our sell-out productions integrate athletic physicality, powerful narrative, incredible digital imagery and emotive sound scores.

Our work takes its inspiration from common human concerns and our connection to the world in which we live, with recent works exploring flooding, the pressure of time, fear and captivity, and our relationship with water, the Earth and energy. Our dancers perform on stunning sets, alongside JCB diggers, with aerialists and singers, in incredible settings and to breath-taking effect.

Our full-length productions tour to theatres across the UK and internationally. We seamlessly integrate digital imagery with live performance, creating a 'living film' that draws audiences into the magical world on stage. Powerful and emotive, these productions inspire and move; generating repeat tours, large audiences and reinforcing our reputation as an outstanding touring company. Recent years have seen two highly acclaimed US tours, as well as tours of mainland China, Hong Kong, Macau, Japan, and regular appearances throughout Europe.

Pioneers of outdoor dance, our range of flexible productions tours to festivals and non-theatre spaces. These short, sharp injections of dance and circus are designed to be performed outdoors and up-close rather than in a conventional theatre. Immensely popular on the international festival circuit, we tour

this work extensively to enormous crowds and great acclaim, inspiring audiences who are not necessarily familiar with dance. These works are also increasingly popular for corporate and other events.

With a three-decade track record of creating work in unusual settings, we have secured a reputation as the 'go to' company to create visionary large-scale outdoor events. From beaches to stately homes and from animating a working harbour to bringing an inner city wasteland to life, as well as being commissioned to celebrate the London 2012 Olympic Games from bid success through launch to opening, we are renowned for our spectacular large-scale outdoor events. Our Artistic Director Kevin Finnan MBE was Choreographer and Movement Director for the Opening Ceremony of the London 2012 Paralympic Games.

We have an enviable reputation for delivering an excellent programme of education and training at our studio in Leamington Spa, throughout the UK and further afield. We deliver a wide range of learning and training projects, in schools and in the community, for students and for young professionals, focusing on skills-development and creativity. Our teaching is accessible and inspiring and emphasises a sense of achievement for all. We offer a range of activities for all ages and abilities and frequently offer the opportunity to develop creative work for performance. See our classes page for both weekly and regular holiday classes at our home base and explore our learn and train pages to find out more about the range of opportunities we offer.

Motionhouse is supported using public funding through Arts Council England.