

Fundraising and Development Manager

We are looking for someone to join our small, friendly and driven team. Mischief La-Bas is an interactive performance company specialising in street theatre and outdoor arts. We create work that ranges in scale from smaller walkabout acts to large-scale promenade and theatre pieces working in collaboration with a variety of artists. Work is shown everywhere from one-street villages to large-scale, outdoor festivals and urban environments. We create playful, accessible, interactive performances in public spaces for and with the broadest section of the public. The company is characterised by a positive attitude of irreverence, generosity and humour. It creates spaces that encourage free-spirited expression and distort the every day in a knowing and gleeful manner.

Main Purpose of the Post: To research, develop and implement a Mischief La-Bas fundraising strategy with a focus on fundraising through trusts and foundations.

Key Responsibilities:

- Develop a strategy for raising funds from private and public sector grants in alignment with our ambitions (Mischief La-Bas Business Plan 2018-2021)
- Close liaison with Mischief La-Bas' Artistic Director to ensure that project descriptions are in keeping with artistic ambitions and company ethos.
- Research potential sources of funding within the UK, Europe and Internationally and prepare applications and proposals accordingly
- Identify appropriate charitable trusts and foundations and prepare funding applications and feed into Creative Scotland reporting. .
- Foster, maintain and develop relationships with a variety of funders and potential funders, negotiating and securing financial support
- Deliver reports and other follow up activity following successful fundraising (where necessary)
- Engage with colleagues to gather and contribute information, knowledge and contacts to build fundraising opportunities
- Accurately develop and upkeep a fundraising database.
- Represent the Mischief La-Bas in key networks in order to positively develop the profile of the organisation and attend internal staff meetings as required

Person Specification

- Minimum of two years' experience applying to and generating income from trusts, foundations and individuals
- Proven track record in writing successful application to Trusts & Foundations
- Excellent written skills and attention to detail
- Ability to work effectively both independently and as part of a team
- Experience of budget setting and monitoring
- A developed network of contacts
- High energy levels and enthusiasm
- Ability to think critically, strategically and creatively
- Exercise a high degree of initiative. Ability to prioritise work and meet deadlines

- Knowledge of /interest in the performing arts

Salary: 27-32k pro rata

Hours: 2 days a week 9am-5pm (days tbc)

Contract: 6 months - From December/January 2017 - June 2018 (with possible extension)

Reporting to: Executive Director and in close liaison with Artistic Director

Location: The Briggait, 141 Bridgegate, Glasgow

Holidays: 25 days pro rata plus public holidays. **Applications:** CV and a covering letter (2 x A4 max) Applications should be returned to louise@mischiefabas.co.uk. Interviews **4th of**

December 2018