

Job Title: Development Assistant
Reporting to: Bethan Touhig-Gamble, Head of Development

NoFit State is the UK's largest touring contemporary circus company. Every year the company engages with 120,000 -150,000 people of all ages and backgrounds from across Wales, the UK and the world.

NoFit State is a dynamic creative organisation that thrives on challenge and is constantly seeking to learn and improve in all areas of everything that we do. We are inspired by the extraordinary things that ordinary people can achieve and celebrate the communal strength that comes from the traditional circus touring life.

Our vision:

- We will create extraordinary work
- We will inspire loyalty and passion
- We will change people's lives
- We will tread lightly on the earth
- We will be a truly sustainable organisation
- We will be an integral part of a vibrant and dynamic sector

Rooted in Wales, NoFit State Circus delivers:

- Medium and large scale professional productions that tour across the UK and internationally
- An extensive participatory community and learning programme
- A professional development programme to support the transition from community participation to professional training and from professional training to employment

Purpose of the Role

To support the development, income generation and relationship development functions of NoFit State Circus

Main Responsibilities

Fundraising

- Research, identify, write and submit applications to secure support to achieve defined targets as directed by Head of Development
- Deputise for the Head of Development at activities and meetings as required

Relationship Development and Stewardship

- Research, identify and instigate relationships with new supporters, sponsors and donors as directed by the Head of Development
- Support the maintenance and growth of ongoing relationships with current and past supporters, donors, sponsors and funders
- Support and sometimes lead on the planning, management and delivery of cultivation and development events

Research and Reporting

- Support data collection and analysis and ensure effective reporting to all funders and supporters

- Manage and maintain the company's CRM system and create the required infographics to support analysis and reporting across the company
- Research to create robust evidence in support of applications and to inform programme planning and audience development processes
- Support the Finance Officer, Company Administrator and project managers in financial reporting of designated funds

Communication and Administration

- Maintain strong cross departmental communications across the company and in particular between Development, Marketing and International Relations
- Be responsible for maintaining the company's project information archive to support internal cross referencing and collective learning
- Development and management of an effective and accurate database as part of the wider company database
- Be responsible for the creation of regular and appropriate news updates and communications to donors, funders and presenting partners
- Be responsible for updating the Support Us pages of the website in coordination with Marketing
- Support the company wide PR

General

- Supporting the aims and objectives of NoFit State Circus both internally and externally
- Play an active part in the company as a whole through attending company meetings and keeping informed of the company's programme of activities and events
- Any other duties as may reasonably be required

This is a guide to the nature of the work required of the Development Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Position in the Company

- The Development Assistant will be line managed by the Head of Development
- The Development Assistant will work closely with the Marketing and International Development teams
- The Development Assistant will work in support the company's Communications and Marketing Officer to engage donors, prospects and key stakeholders with the company, moving from purely transactional relationships to ones based on emotional connection and commitment

Personal Specification

Essential	Desirable
Have a genuine interest/passion for contemporary circus/theatre/performing arts/outdoor arts/festival	Have experience of working with a touring theatre or contemporary circus company
Educated to degree level or equivalent vocational experience	Hold a degree level or higher qualification in a related field e.g. Arts Management

Have an strong desire to work in Arts Management/Development	Have at least one year's experience of working within development in the arts or voluntary sector
	Have experience of successfully raising funds
Be a confident communicator, both in writing and in person, who is able to adapt communication style depending on situation and audience	Have proven experience of successfully cultivating and maintaining relationship with donors, sponsor or funders
Excellent literacy, numeracy and computer skills	
Computer literate and able to learn and use a variety of software packages including database systems	Have proven experience of using database and CRM software for research and relationship tracking
	Have strong design skills and knowledge of publishing software
	Have good visual design skills and knowledge of photo editing software
Have the ability to understand big picture, long-term goals and balance them with the day to day demands	
The ability to operate as part of a small team under pressure and to tight deadlines	Be highly organised and self-motivated, with the proven ability to work at speed across a range of different projects simultaneously
	Have proven ability to provide accurate and detailed information at short notice
Be committed to achieving high standards in all aspects of your work	
Be prepared to be available for both evening and weekend working when necessary	
	The ability to communicate effectively in more than one language (in particular Welsh and/or French as well as English)

Recruitment Process

This is a full-time job. The contract will initially be offered for 12 months (following a 3 month trial period) with a view to creating a permanent position.

Closing date for applications: 5pm, Monday 11 September 2017
 Interviews: Week commencing 18 September 2017
 Indicative start date: 14 October 2017

Starting salary: £17,000 – £19,000 per annum, depending on experience, subject to review

NoFit State is an Equal Opportunities employer and welcomes applications from all sections of the community.

If you wish to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and send together with a covering letter and a copy of your CV to: jobs@nofitstate.org or

Development Assistant Application
NoFit State Circus
Four Elms Road,
Cardiff CF24 1LE