**Job Title:** Fundraising Officer

**Organisation:** Tin Shed Theatre Co (CIC)

**Location**: Newport, Wales

**Contract Type:** Freelance / Self-Employed

**Employment Dates:** 21/04/2025 - 31/03/2026 - 24 days/8hr per day)

**Fee:** £6,000 (£250pd)

**Hours:** 16 hours per month on average.   
Scheduled flexibly with some in-person meetings & events

**Reports to:** Creative Director & Company Manager

### **About Tin Shed Theatre Co:**

Tin Shed Theatre Co is a non-profit, civic arts organisation committed to creating socially engaged theatre and artistic experiences that reflect, challenge, and inspire communities. We believe in the transformative power of art to ignite conversations, build connections, and drive social change. Our work is rooted in collaboration, inclusivity, and advocacy for underserved communities. We seek to create dynamic, accessible performances, spaces and experiences that resonate with diverse audiences, spark dialogue, and foster collective action.

### **Role Overview:**

We are seeking a passionate and dynamic Freelance Fundraiser to join our team and help drive our mission forward. The successful candidate will play a key role in securing funding and resources to support our creative and social engagement initiatives. You will be responsible for developing and executing strategies to identify, cultivate, and solicit potential donors, foundations, and partners. As a Fundraiser for Tin Shed Theatre Co, you will help ensure the sustainability of our artistic and community-driven projects for the years to come.

### **Key Responsibilities:**

Fundraising Strategy Development:

* Develop and implement comprehensive core & project fundraising strategies aligned with Tin Shed Theatre Co’s mission and long-term goals.
* Identify funding opportunities from individual funders, Trusts and foundations, government grants and grant giving bodies.

Grant Writing & Reporting:

* Research, write, and submit grant proposals to secure funding for ongoing and future programs.
* Monitor grant compliance and provide reports on the impact of funded programs.

Funder Relations:

* Cultivate and maintain strong relationships with existing funders, ensuring regular communication and engagement through updates.
* Steward and acknowledge funders for their contributions, reinforcing the value of their support.

Partnership Building:

* Identify and approach potential sponsors, corporate partners, and collaborators to secure additional funding and resources.
* Foster long-term partnerships that support Tin Shed Theatre Co’s mission and amplify our social engagement initiatives.

Fundraising Events:

* Work closely with the creative team to integrate Tin Shed Theatre Co’s work into bespoke fundraising events.

Budgeting & Financial Oversight:

* Support the creation of annual fundraising budgets, and monitor progress against fundraising goals.
* Ensure transparency and accountability in fundraising activities.

Impact Reporting:

* Provide clear and compelling reports that demonstrate the outcomes and social impact of funded projects, this work will be supported by the creative evaluator.
* Help articulate Tin Shed Theatre Co’s mission and vision to diverse audiences, making a case for continued investment.

### **Personal Qualities & Skills:**

* Must be self-motivated, organised, a reliable communicator, and an excellent collaborator.
* To work as part of a dynamic and bespoke team. To understand and respect the communication systems and approaches implemented in order to keep connected; to treat one another with kindness and respect
* The ability to manage their own time effectively whilst responding to set deadlines, changes in priorities and the key goal setting and implementation of tasks.
* Excellent interpersonal skills allowing for the long term growth and sustainability of crucial relationships.

### **Qualifications:**

* Proven experience in successful fundraising, preferably in the arts, non-profit, or civic engagement sectors.
* Strong writing skills with experience in grant writing.
* Knowledge of fundraising software and management systems.
* Demonstrated ability to build and maintain relationships with funders, sponsors, and partners.
* A deep understanding of the social impact of the arts and a passion for community-driven initiatives.
* Excellent communication, presentation, and interpersonal skills.
* Creative and strategic thinking with an ability to collaborate across departments.
* Ability to work independently and as part of a team in a fast-paced, evolving environment.
* A deep commitment to diversity, equity, and inclusion in both the arts and community engagement.

### **Preferred:**

* Bachelor’s degree in Arts Management, Non-profit Management, Business Administration, or a related field.
* Familiarity with the local arts and civic communities.
* Experience in organising or leading fundraising events.

### **What We Offer:**

* The opportunity to make a tangible difference in the local community through the arts.
* A dynamic and supportive team environment where creative ideas are encouraged.
* Flexible working hours with options for remote work.
* Opportunities for professional development and networking within the arts and non-profit sectors.

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### **How to Apply:**

Interested candidates should send their CV, a cover letter detailing their relevant experience, and any supporting materials (e.g., a portfolio of fundraising campaigns or grant proposals) and [this equal opportunities form](https://www.tinshedtheatrecompany.com/_files/ugd/ca9876_ddb6ca163afd438b94286a4dd2f719f9.docx?) to [apply@tinshedtheatrecompany.com](mailto:apply@tinshedtheatrecompany.com)

Applications will be accepted until 10am on 31st March.

Tin Shed Theatre Co is an equal-opportunity employer, and we encourage candidates from diverse backgrounds to apply.