WESTBURY
ARTS CENTRE



Opportunity

Fundraising Trustee
Location: Meetings in Milton Keynes
Time commitment: 4 board meetings, AGM, plus weekly time specifically on fundraising activities.
The appointment of Trustees is for an initial three-year term.
Salary: Unremunerated voluntary role (reasonable expenses reimbursed).

Summary

Westbury Arts Centre, Milton Keynes, is a haven for creativity, sustainability and heritage, playing a key role in the ambition of the City Council for Milton Keynes to be a 'Creative and Cultural City.'

We proudly support Milton Keynes' bid to become UK City of Culture in 2029, an opportunity for a celebratory year of culture that has the potential to be transformative for Milton Keynes.

We are seeking a Trustee with a track record in fundraising to lead on a major fundraising campaign to help to secure our future. Meeting our funding target will be crucial in enabling us to meet the obligations of a new 35-year lease that we are planning to take on.

Westbury Arts Centre has three part-time staff and is overseen by a Board of Trustees who are all volunteers.

Main responsibilities

1. Fundraising Strategy: In consultation with the Treasurer lead on the development and implementation of a comprehensive fundraising strategy aligned with our values, goals, and legal obligations to:

- Raise the funding to enable us to deliver on a major capital project to fulfil the terms of our lease agreement.
- Raise funding to support core operational activity to help us diversify and increase income to support us in the delivery of the charity's mission.

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2. Donor and Funder Engagement: build, and maintain relationships with potential donors, partners, and supporters including Milton Keynes City Council, Milton Keynes Community Foundation, local and national grant giving bodies.
3. Create and lead on community fundraising campaigns and events, working with the Business Operations and Marketing Manager.
4. Identify grant opportunities and prepare compelling grant proposals to secure funding for capital and core funding. Build and maintain relationships with potential funders.
5. Provide progress reports to the Board.
6. Prepare any evaluation documents and reports required by funders.
7. Other trustee responsibilities include reading board papers, contributing to discussions on key issues, supporting strategic planning, and contributing on other issues on which you have expertise.

Knowledge and skills required

- Knowledge of legal framework around fundraising
- Track record in fundraising for both capital projects and core funding.
- Proven expertise in fundraising in the charity sector.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with a diverse range of stakeholders.
- An interest in the arts and belief in the value that the arts can bring to all.

If you would like an informal discussion please contact Debbie Dixon, to arrange deborah.dixon@westburyartscentre.org.uk

To apply please email your curriculum vitae and supporting letter by Friday 19 February 2027 to deborah.dixon@westburyartscentre.org.uk

