

# Development Manager May 2024



# Overview

Theatres Trust, the national advisory body for theatres, is looking for a talented and enthusiastic Development Manager to maintain and build on our successful track record in fundraising. You will bring your experience of charity fundraising, ideally in theatre or the wider cultural sector, but this could come from a range of sectors. You will play a key role in supporting the organisation to deliver its vital advice and advocacy work for the UK's theatres, to create exciting new programmes and to further grow our profile and reputation.

<b>Reports to:</b>	Director
<b>Supported by:</b>	Administrator (shared with three other managers)
<b>Salary:</b>	£45,000-50,000 per year (FTE)
<b>Contract type:</b>	Permanent
<b>Hours:</b>	Full-time / Part time (minimum 3 days) – by negotiation
<b>Location:</b>	Central London office / hybrid working available
<b>Benefits:</b>	Group personal pension scheme - employee contributes minimum 2% and employer contributes 6%
<b>Holiday:</b>	28 days per year (not including bank holidays which are in addition). Our offices close between 25 December and 1 January inclusive, and this is taken as additional paid holiday
<b>Application deadline:</b>	Midday on Wednesday 26 June
<b>Interview date:</b>	Tuesday 16 July

**We strongly encourage people with disabilities and people who are from ethnically or culturally diverse backgrounds from across the UK to apply as Theatres Trust is keen for the team and its work to be informed by and representative of the diverse communities it serves.**



# About Theatres Trust

## Theatres Fit for the Future

Theatres Trust is the **national advice and advocacy body for the UK's theatres** supporting all forms of theatres, whether old or new, commercial, subsidised or community-run.

We believe **people should have access to theatres wherever they live across the UK**, whether in small communities, towns or cities, so they can engage in creative activity and attend live performance.

**Theatres have a positive role to play in placemaking**, contributing to the local economy and to people's well-being, making our villages, towns and cities great places to live, work and visit.

**Theatres are central to the continued health and vibrancy of the theatre sector** which depends on well designed and well-run theatres of all scales and styles across the country, nurturing talent, providing platforms and engaging with their diverse local communities.

Established by the Theatres Trust Act 1976 and the Theatres Trust (Scotland) Act 1978 'to promote the better protection of theatres' the Trust is a statutory consultee on planning. Local authorities in England, Scotland and Wales are required to consult the Trust on planning applications for all theatres.

We protect theatres and champion the future of live performance by **advising and supporting our nation's theatres** to develop best practice in **design and management** following the four principles of **resilience, environmental sustainability, inclusivity and placemaking**.

You can find more information about our work on the [Theatres Trust website](#).



# Job description

## **Job purpose – why we need you**

Reporting to the Director and working closely with all members of the staff team, including support from the Administrator (shared with three other managers), the Development Manager will lead on fundraising for the organisation. You will ensure we are able to maintain existing activities and grants programmes and support the development of exciting new activity strands to support and promote the UK's vibrant network of theatres.

You will be joining at an exciting time as we deliver Theatres Fit for the Future, our new three-year strategy and as we transition to new leadership. You will also be supported by an excellent and engaged Board and Fundraising Committee. The role offers an opportunity to play a key role in supporting the three-year strategy and building on our successful fundraising track record.

## **Key responsibilities – what you'll be doing**

### **Strategy**

- Work with the Director and wider team to develop and implement the Theatres Trust's three-year strategy.
- Lead on conceiving and delivering a development strategy that matches the Theatres Trust's vision.
- Work closely with Director and wider team to identify funding opportunities across public and private sector.
- Coordinate quarterly Fundraising Committee meetings with senior management and Trustees.
- Attend quarterly Board Meetings to engage the wider board in contributing to the Trust's fundraising activities.

## Fundraising

- Research and manage a pipeline of potential funders and donors.
- Lead and work with the Director and wider team to develop and write applications and evaluation reports to trusts, foundations and public funders, where relevant.
- Liaise with colleagues to ensure appropriate accreditation and publicity, and timely evaluation and reporting for all grants received.
- Lead and work with the Director and Trustees on individual giving, including Patrons, donors and legacies, and deliver benefits.
- Work closely with the Director and Trustees to increase our profile and enhance our reputation within the donor community.
- Develop and deliver cultivation events across the year, with support from the Administrator and wider team, securing external partner venues including West End theatres, The Ivy Club etc. and follow up with prospects post event.
- Ensure that all donations and bequests received are acknowledged with support from the Administrator.
- Maintain up to date development contacts on centralised Customer Relationship Management (CRM) system with support from the Administrator.



## **Friends, Corporate Supporters, Patrons, bequests and other donors**

- Manage and build Theatres Trust's Corporate Supporter, Friends and Patron Schemes and be responsible for delivering benefits and monitoring financial payments with support from the Administrator.
- With support from the Administrator, ensure the records of those individuals and organisations who support the Trust's work are clean and up to date on the CRM and online.
- With support from the Administrator, write to Corporate Supporters, Friends, Patrons and other donors with membership, subscription and renewal information.
- With support from the Administrator, ensure subscription and financial records on the CRM are up to date.
- Prepare appeals, including Christmas Appeal, and administer donations received from Corporate Supporters, Friends, Patrons and other donors.
- Build, promote and coordinate with support from the Administrator, the Trust's summer and festive bucket campaigns in West End theatres.

## **Relationship Management**

- Develop and deepen existing relationships with trusts and foundations (including joint partnerships), donors and other funders, ensuring that the organisation maintains effective communications and good relations, and updating our supporters on our work and achievements.
- Devise and secure suitable reward packages, including a programme of in-person and on-line events and talks etc. for Corporate Supporters, Friends, Patrons and other funders.
- Keep good relationships with peer organisations assisting us in delivering donor and Friends' packages / benefits, such as host theatre venues, theatre producers and other in-kind supporters.
- Maintain good relationships with Theatres Trust's Ambassadors, ensuring they are kept aware of our work and impact and are motivated to support fundraising, events and campaigns, (and to support the marketing team with social media and press appearances).

- Work with the Director and Trustees to identify and approach suitable new Ambassadors, where needed, to support our fundraising work, including scoping the role and managing the ongoing relationship.
- Keep the organisation up to date on changing funder priorities and ensure that new funding opportunities are identified and shared with the team in a timely manner.
- Represent the organisation at meetings with funders and external events.

## Finance

- Manage the Development annual budget.
- Maintain up to date financial information on all of our membership schemes with support from the Administrator.
- Contract and invoice new Corporate Supporters and Friends with support from the Administrator.



## Additional Responsibilities

- Represent Theatres Trust in a prepared and professional manner.
- Supporting colleagues when in the office by sharing duties such as answering telephone calls.
- Ensuring that the development and delivery of activities for and on behalf of the Theatres Trust are consistent with its Equal Opportunities Policy, the Terms and Conditions of Contract and other company policies.
- Maintaining strict confidentiality and propriety.
- Undertaking any other duties from time to time which may reasonably be requested.





# Person specification

## **Essential skills and experience – what we are looking for**

- Demonstrable track record of successful fundraising, securing 5-6 figure bids, particularly from trusts, foundations and donors.
- Experience of fundraising for charities, ideally within theatre or wider culture sector.
- Excellent bid writing and persuasive verbal communication skills with the ability to communicate vision and ambition.
- Experience of organising cultivation events.
- Knowledge of UK fundraising standards and codes of practice.
- Good IT skills, especially competency with Microsoft Office.

## **Desirable skills and experience – knowledge in some areas would be good, but we don't expect you to have it all**

- Experience of, or interest in, theatre and/or theatre buildings.
- Experience of managing friends or membership schemes.
- Experience of fundraising from statutory or public funding sources e.g. arts councils, National Lottery etc.
- Experience of developing business sponsorship and corporate relations.
- Experience of fundraising via online platforms such as Crowdfunder.
- Experience of working with CRMs such as Salesforce.
- Awareness of Data Protection in relation to donor cultivation and fundraising

## **Personal qualities – how you'll work as part of our team**

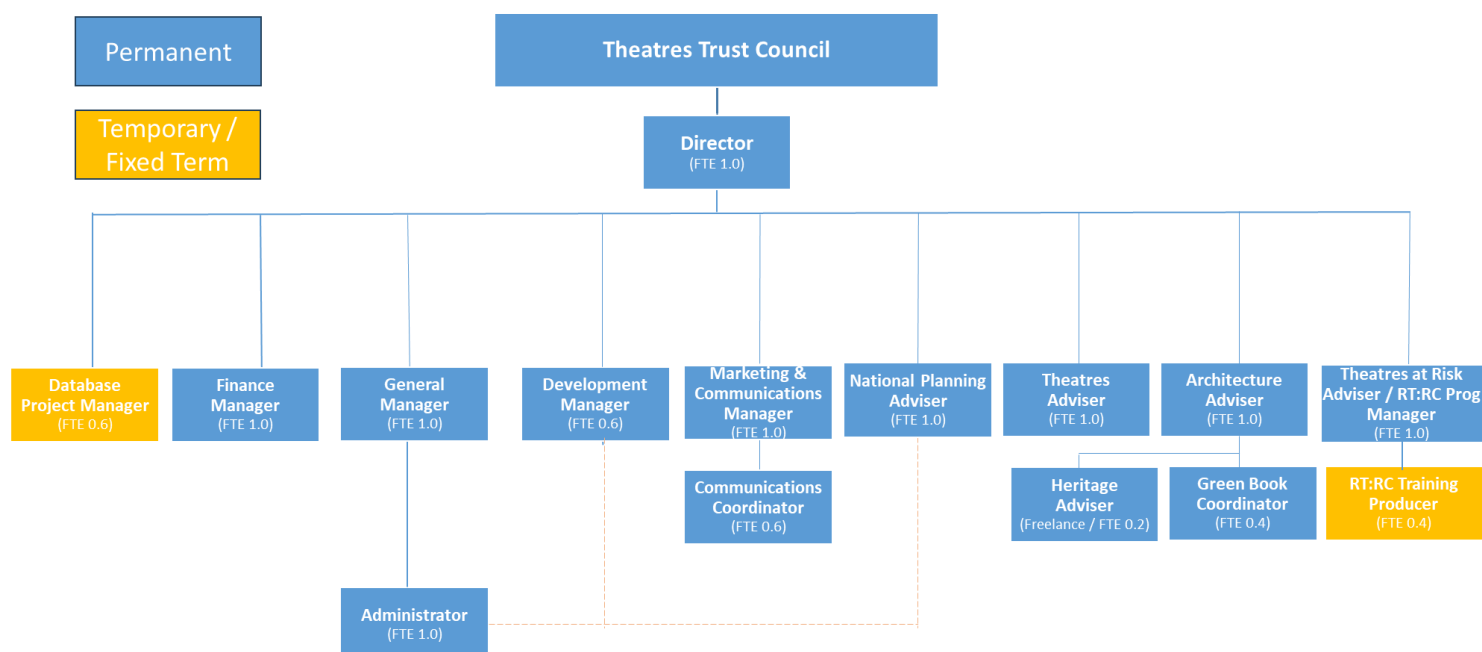
- Commitment to, and interest in, the objectives of Theatres Trust.
- Proactive self-starter with enthusiasm and drive and ability to work both at a strategic and hands-on level.
- Creative and resilient approach to problem solving, challenges and setbacks.

- Excellent interpersonal skills with ability to engage positively with colleagues, trustees and external stakeholders, including funders, senior theatre industry people and Theatres Trust Ambassadors.
- Able to work independently and as part of a small team.
- Strong time management and organisational skills.
- Understanding of and commitment to equal opportunities.

## Employment Terms and Conditions

- This is a permanent role, which can either be full time (based on a 35-hour week) or part time (by negotiation – minimum 3 days). We are open to applications from job shares.
- The salary will be £45,000-£50,000 (FTE) depending on experience.
- There will be an initial probationary period of 6 months, during which there will be a one-week notice period. Following the successful completion of this, there will be a three-month notice period on both sides.
- The primary base for this position will be at the Theatres Trust's offices at 22 Charing Cross Road, London WC2H 0QL. We can offer hybrid working, although attendance at the office on agreed days and at in-person events will be required.
- Our usual office hours are 9.30am to 5.30pm Monday to Friday. An informal flexi-time system is in operation, with the core hours for full-time staff being 10.00 am to 4.00 pm.
- Occasional evening and weekend work may be required. There is no overtime provision, but the Trust operates a time off in lieu (TOIL) system.
- Full-time holiday entitlement is 28 working days paid holiday each calendar year (not including bank holidays which are in addition). Theatres Trust offices are normally closed during the period between 25 December and 1 January inclusive, and this is taken as additional paid holiday.
- Theatres Trust offers a group personal pension scheme where the employee contributes a minimum of 2% and the employer contributes 6%. Employees are eligible to join the scheme after their first three months of employment.

# Staff Organogram



## How to apply

To apply, please download the application form and equal opportunities monitoring form from our website <http://www.theatretrust.org.uk/about-us/opportunities> Once completed, please send both forms to [sofia.oliva@theatretrust.org.uk](mailto:sofia.oliva@theatretrust.org.uk)

Deadline for applications: **Midday on Wednesday 26 June.**

Interviews will be held in person at our London office on **Tuesday 16 July.** Reasonable travel expenses will be paid.



# Equality, Diversity & Inclusion

We know that applying for a job is a two-way process, if you have any questions or would like to discuss the role and organisation before you submit your application, please contact Sofia Oliva, General Manager, at Theatres Trust directly. We want to make the recruitment process as inclusive and accessible as we can and provide an opportunity for all candidates to show their strengths. If there is more we can do, or if you have particular accessibility needs we would be happy to provide any further support that you may require – please get in touch with us via [info@theatrust.org.uk](mailto:info@theatrust.org.uk) .

**We encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.**

