*The Royal Court is the writers’ theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

**CORPORATE DEVELOPMENT MANAGER**

## Responsible to: DEVELOPMENT DIRECTOR

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK’s leading theatre dedicated to new writing. Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court’s home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, online projects and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers’ attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre. The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK’s leading theatre dedicated to new writing.

**Main purpose:**

The Corporate Development Manager will make a vital contribution towards the Development team target of £1.5million per year by leading the Royal Court’s fundraising from corporations and businesses. They will identify and cultivate prospects, secure and deliver sponsorships, and oversee the theatre’s business membership scheme in order to achieve annual corporate targets. Working with the Development Director, the Corporate Development Manager will plan and deliver strategies to maximise income from corporate fundraising.

This is a target-driven post in a busy and successful team, which will involve working closely with colleagues in the Development Team and across the organisation.

**Key Responsibilities**

* Take the lead in securing gifts from businesses at a major level, by submitting persuasive proposals for both core revenue and specific projects, in order to achieve corporate targets
* Plan and implement new business strategies to reach and cultivate corporate prospects, creating solicitation plans in order to secure new business in line with corporate financial targets
* Be the main point of contact for all corporate sponsors and be responsible for managing and delivering corporate partnerships
* Lead on strategy for the theatre’s Business Membership scheme and deliver this scheme with support from the Development Officer
* Ensure excellent stewardship for all corporate sponsors and business members
* Ensure that corporate partnerships meet both the Royal Court’s and the sponsor’s objectives
* Proactively contribute to the activity of the wider Development Team, by seeking out links between companies, individuals and trusts and foundations, and supporting the team in its busy events schedule.

**New Business**

* Develop new business strategies and take the lead in their implementation and management including research and cultivation of prospects
* Identify prospects independently and with other members of the Development Team, the ESC Council and Development Council, using contacts sensitively and appropriately in support of pitches and proposals
* Make well researched, professional and persuasive pitches to prospective corporate supporters
* Work with colleagues across the Development team to identify potential cross-over between companies, charitable trusts and individual donors, and determine the most suitable approach
* Plan, manage and attend cultivation events ensuring a thorough follow-up process is completed post each cultivation with support from the Development Officer as needed
* Keep up to date with giving trends, competitor research and CSR policies
* Seek out in-kind sponsorship to offset direct expenditure including airline and other travel sponsorship
* Support any galas or events through seeking required sponsorship and in-kind sponsorship

**Relationship Management**

* Lead on re-applications and negotiations with major sponsors with support from the Development Director where needed
* Produce compelling and appropriate proposals for renewing memberships and sponsorships
* Work at a senior level with staff across the company including the Artistic Director and Executive Producer to create corporate partnerships in keeping with the Royal Court’s objectives
* Utilise the time and input of staff across the company strategically and effectively to cultivate new corporate partnerships and steward current major sponsors
* Manage the delivery of all benefits to sponsors and oversee the delivery of Business Memberships including events management, ticket booking administration and accreditation with support from the Development Officer
* Strengthen and retain relationships with funders by involving them in the theatre’s artistic programme and identify opportunities to deepen their engagement with the theatre’s work
* Provide updates, reports and other project information that sponsors may require
* Deliver a programme of activities designed to maintain and increase corporate income
* Ensure that corporate branding guidelines are met in all accreditation, working closely with colleagues in Marketing on delivery

**Planning & Administration**

* Work with the Development Director to assess the pipeline for corporate income in order to inform future targets so corporate targets are ambitious but realistic
* Regularly update the Development Director with corporate income forecasts assessing the timing and probability of success
* Ensure corporate sponsorships and memberships are properly contracted and costed, and relevant details recorded and communicated to those responsible for delivery
* Regularly update all print, proposals and information online, ensuring a consistent, well presented message on need and opportunities for support
* Keep accurate records on the Spektrix database with support from the Development Officer
* Ensure that listings of supporters in the theatre, playtexts and online are up to date and accurate with support from the Development Officer
* Join and attend an appropriate corporate fundraisers network
* Maintain close relationships with external organisations such as sponsorship consultancies

**General**

* Attend Development Council meetings and report back to the council and other fundraising volunteers on corporate fundraising and sponsorships
* Attend events for supporters across the team as required
* Actively participate in weekly Development team meetings
* Maintain an excellent knowledge of the Royal Court’s artistic programme through reading all plays and attending productions
* Represent the Development team in meetings with other staff and colleagues as required

**Person Specification**

**Essential skills and experience**

* Proven track record in successful fundraising from corporate sponsors
* Previous experience of delivering against fundraising targets
* Experience of managing sponsor relationships and delivering excellent stewardship for corporate supporters.
* A thorough understanding of all aspects of corporate fundraising from prospecting and cultivation through to stewardship and renewals.
* Experience of researching, writing and producing persuasive, targeted and well presented proposals and pitch presentations
* Confident and articulate in written and verbal communications
* Ability to work with colleagues at a senior level including Senior Management Team, artistic staff and Development Council members
* Ability to work independently and as part of a team.
* An interest in the arts, particularly theatre and new writing

**TERMS & CONDITIONS:**

Title of post: Corporate Development Manager

Hours: Standard 40 hours, with regular evening and weekend work.

Contract: Permanent

Salary: £30,000 per annum

Holiday entitlement: 20 days per year, plus 8 days for statutory holidays.

Increasing to 25 days per year after 2 years’ service.

Pension: The Royal Court operates a contributory company pension scheme for all permanent employees. The company contribution is capped at 5% of basic salary. The employee is free to contribute at any level. We also operate an alternative workplace pension scheme.

Details of both schemes will be available at point of contract.

**Other Benefits:**

* Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
* Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes, childcare voucher scheme
* Discount on meals and drinks in the Royal Courts bar and Kitchen.
* Discount on all purchases in the theatre’s Bookshop, subject to discount policy.

**Application Procedures:**

Please note that only applications submitted on the Royal Court’s standard Application Form can be considered, CVs are not accepted. Application Forms can be downloaded from:

<https://royalcourttheatre.com/about/jobs/>

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London SW1 8AS

**Closing date for applications: 6pm Friday 29 September 2017**

**Interviews to be held: w/c 9 October 2017 – exact dates tbc**

The Royal Court is committed to being an Equal Opportunities Employer and encourages applications from minority ethnic and disabled groups, as they are under-represented amongst are staff.

The English Stage Company (no. 231242) is a publicly funded registered charity.