*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.*

Applications are invited for the post of: **Head of Trusts**

## 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.

**Main Purpose**

The Head of Trusts will make a vital contribution towards a Development team target of £1.65million per year by identifying and making compelling applications to charitable trusts and foundations and through managing existing relationships with current supporters.

The Head of Trusts will be required to work at a senior level to develop positive relationships with Foundation staff, Trustees and advisors, as well as internal colleagues and peer networks. The Head of Trusts is also expected to find and cultivate new support from grant-giving sources. This is a senior, target-driven post within a busy and dynamic team, which will involve targeted project fundraising, project management skills, and working closely with colleagues from departments across the theatre.

**Key objectives**

The Head of Trusts will be responsible for the strategic and day-to-day management of all relationships with trusts and foundations and take a proactive approach to their long-term support of the Royal Court.

* Taking the lead in securing gifts from trusts, foundations and funding bodies at a major level, by submitting persuasive and timely applications in order to achieve annual trust and foundation fundraising targets
* Relationship management, through prospecting, targeted cultivation, asking, contracting, internally overseeing the fulfilment of funding requirements and reporting
* Research suitable funding sources and cultivate new funders for core targets and additional projects, such as Young Court, Beyond the Court, writer development programmes and capital needs as they arise.
* Work with the Development Director to research and apply to European grant-giving sources
* In conjunction with the Development Director, proactively seek out and maximise links between charitable foundations and individual and corporate funders supporting the Royal Court
* Participate in the activity of the Development Team, including supporting the team in its busy events schedule

**Relationship Management**

* Develop and manage a comprehensive calendar of approaches and reports to trusts and foundations in line with targets for the financial year, and with a view to securing long-term, pipelined funding resources
* Work closely with internal project managers and delivery teams to manage the delivery and prioritisation of funding deadlines and requirements, and the flow of project information, for existing grants, ensuring that timescales for reporting are realistic and considerate of colleagues
* Work closely with internal project managers to define projects and programmes with appeal to trust and statutory funders
* Ensure regular contact with existing funders through scheduled updates, reports and relaying project information on a regular basis
* Target communication to each trust and foundation, to suit their expectations, and cultivate relationships with staff and Trustees identifying suitable opportunities for them to engage with the theatre during the year
* Ensure that all trusts requiring accreditation receive this in accordance with their guidelines, and that this is communicated to colleagues in Communications team

**Research & Cultivation**

* Plan, co-ordinate and drive the cultivation of trusts prospects, advocates and influencers
* Plan, manage and attend cultivation events such as project visits, lunches and pre-performance receptions
* Work with the Development Council to identify prospects and strengthen fundraising applications with their support
* Update trust income forecasts, assessing the timing and probability of success
* Keep up to date with giving trends, competitor research and newly established trusts
* Undertake research into European and other international grant-making bodies

**Planning & Administration**

* Keep accurate records of all grants received (including contracts) and restricted income received and pledged
* Keep abreast of current trends in trust and foundation giving
* Attend trust network/forum meetings and utilise networks to help in applications and relationship management
* Regularly update and maintain Spektrix (CRM database) with details of current and prospective trust and foundation supporters
* Ensure that listings of supporters in the theatre, playtexts and online are up to date and accurate

**General**

* Report to the ESC Board via the Development Director on fundraising from trusts and foundations
* Attend events for supporters across the team as required
* Actively participate in weekly Development team meetings
* Supervise any work undertaken by the rest of the team or freelancers in regard to trusts and foundations
* Maintain an excellent knowledge of the Royal Court’s artistic programme and wider activities
* Build and maintain good networks and relationships with development colleagues in the arts sector.
* Share best practice in fundraising with other members of the Development Team, and with the wider organisation

**Person Specification:**

**Essential**

* Experience working in the charitable sector
* Proven record of securing funding from grant-making bodies
* Experience of managing a portfolio of funders
* Experience of writing proposals, trust applications, statutory applications or other tender bids
* Proven ability to write persuasive and imaginative proposals within specific funding criteria
* Experience of producing funding reports and project budgets
* Excellent communication skills and track record in developing strong relationships with funders
* Excellent research, prospecting and planning skills
* A proactive, independent worker also with strong team skills
* Able to work well under pressure and to deadlines

**Desirable**

* Experience working in an arts organisation
* Interest in theatre and new writing
* Database experience
* Knowledge of trusts and foundations currently supporting the arts

**Terms & Conditions:-**

Title of post: Head of Trusts

Hours: 40 hours per week

Due to the nature of this role, regular evening and occasional week end work will be required.

Salary: £35,000 per annum

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

Rising to 25 days per year, plus 8 days for statutory holidays

after 2 years’ service

Contract: Permanent

Notice period: 2 months

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.
      * 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. Application Forms can be downloaded from: http://www.royalcourttheatre.com/jobs.asp

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 29th September**

**Interviews will be held in London from:** **w/c 2nd 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 our staff.*

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