*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: **DEVELOPMENT DIRECTOR**

## Responsible to: EXECUTIVE PRODUCER

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 Development Director is responsible for defining and leading the Royal Court’s fundraising strategy, providing major sources of income from individual giving, trusts and foundations and corporate sponsorship. This includes maintaining and developing existing relationships at the same time as strategically seeking out and cultivating new supporters to provide long term and sustainable philanthropic giving to underpin the ambitions of the organisation.

The Development Director leads a team of 6 (Deputy Development Director, 2 Development Managers (Individual Giving and Corporate and Events), 2 Development Officers and a Development Trainee) and the team is responsible for meeting a fundraising target of approx. £1.5 million each year.

**RESPONSIBILITIES**

**Fundraising**

* Achieving the Department’s ambitious fundraising target through individual giving, trust and foundation support and corporate sponsorship.
* Delivering and managing the Royal Court’s overall fundraising strategy, refining this in response to and support of the theatre’s artistic ambitions.
* Identify and cultivate prospective high-level donors; personally solicit and negotiate donations, and ensure a high level of stewardship.
* Cultivating and maintaining excellent relationships with Trusts and Foundations and their key personnel, ensuring reporting is accurate and submitted within required deadlines.
* Continually appraise and evaluate the fundraising strategies to ensure new and existing funders and donors are identified and cultivated within a rapidly changing economic and political environment
* Supporting the Executive Producer, Finance Director and General Manager in preparing funding applications and reports for ACE if required
* Lead on grant applications to local, national and international funding bodies.
* Devising and overseeing major fundraising campaigns and events
* Keeping up to date and informed about current issues and developments in the fundraising sector generally and arts funding in particular

**Relationship Management**

* Ensuring the delivery of benefits and appropriate reporting to all donors and supporters.
* Maintaining and developing particularly strong relationships with major donors in the UK and Internationally
* Ensure existing and potential partnerships reflect and are in keeping with the Royal Court’s artistic ambition and ethos.
* Developing and managing effective partnerships between key stakeholders and the Royal Court’s internal community.
* Extending and sustaining the company’s business, community and local government connections
* Working with all departments in the organisation to ensure there is an appropriate level of understanding of the relationships we have and need with funders
* Representing the Royal Court at external events and industry gatherings, cultivating Development networks and sharing information and best practice.
* Advocacy for the Royal Court’s artistic programme
* Maintaining a connection to the ESC Council Chair, trustees and key development volunteers.
* Lead the volunteer Development Advocates, organising regular committee meetings and ensuring they are motivated and connected to the work of the company. Refreshing the membership of the Advocates when required to ensure engagement is maintained.
* Writing a quarterly report for ESC Board and attending Board meetings occasionally when required.
* Management of bursaries and awards for specific projects and / or posts.

**Team Management**

* Provide inspiring and effective leadership of the Development team and ensure that staff are supported and successfully managed.
* Undertake regular appraisals and ensure the team remain motivated and engaged with the artistic programme and the wider strategic vision for the Royal Court.
* Schedule and lead regular team meetings
* Attend regular Heads of Department meetings and ensure issues and information covered in this meeting are communicated appropriately to the rest of the Development team.
* Responsibility for the recruitment (with the General Manager) of new staff and the training and ongoing professional development of the Development team.

**Finance**

* Working with the Finance Director to monitor income targets on a monthly basis and ensure that information is as up to date as it can be for the Finance Director to report to the Board and Executive
* Review the management of the Department’s expenditure in areas which are delegated and check monthly with the Finance Director.
* Manage the transition from Raisers Edge to Spektrix ensuring all the information is available for Development and Finance needs
* Ensure Gift Aid is accurately recorded for all the income streams using Spektrix and work with the Finance Director towards digitalising the collection process via HMRC
* With support from Finance Director, set project budgets and submit financial reports for funding applications.
* Reconcile the income recorded between the finance records and Spektrix
* Work with the Finance Director to ensure income expectations are managed across the organisation and the allocation of funding between projects and core activity is accurately allocated

**General**

* Participate in management and planning meetings when required to ensure that implications for funders are considered in key planning and scheduling decisions.
* Attending regular staff and company meetings and updating the wider organisation on the work of the Development department.
* Adhere to the Royal Court’s operational policies, including Health & Safety and Equal Opportunities & Diversity Policies, at all times.
* To carry out any other duties required by the theatre in pursuance of the above objectives

This job description is a guide to the nature of the work required of the Development Director. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

**PERSON SPECIFICATION**

* Extensive experience in fundraising at a senior level with a direct solicitation role, including proven results in successfully cultivating and soliciting donors and prospects.
* Exceptional communications and interpersonal skills – assuring solid relationships, both internally and externally.
* An excellent and detailed understanding of tax-effective giving and charity finance.
* An ability to rapidly absorb and distil information and to devise the best strategy for cultivation, solicitation and stewardship of each potential donor.
* The ability to inspire and enhance active participation in fundraising by people within and outside the Royal Court.
* Strong networks and wide reaching knowledge about the sector and trends in giving to the arts.
* A collaborative and inclusive leadership and management style.
* Integrity, mature judgement and sensitivity in working with and motivating middle and high-net worth individuals, their families and advisors.
* A keen interest in theatre and the arts in general – but it is not vital to have worked in a theatre environment.

**TERMS & CONDITIONS:**

Title of post: **DEVELOPMENT DIRECTOR**

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

Contract: Permanent

Salary: c £43,000 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

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

 SW1 8AS

**Closing date for applications: Monday 8 May 2017**

**Interviews to be held: w/c 15 May 2017**

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.