**APPLICATION PACK – HEAD OF INDIVIDUAL GIVING**

Thank you for your interest in this role. You will find information about the role, the organisation and the person specification in the following pages. Before you submit your application, please read the information included here.

**1 APPLICATION PROCESS**

Please use the online application form to apply. A link to this form can be found on the jobs page of our website [www.royalcourttheatre.com](http://www.royalcourttheatre.com).. <https://royalcourttheatre.com/about/jobs/>

The online application form will ask for the following things:

* Your personal contact information.
* Your NI number and / or any work permit details.
* Some equal opportunities data (optional)
* Your responses to 3 questions.

**The 3 questions for this role will be:**

1. How would you describe the Royal Court to a potential supporter?
2. Why are you suited to this role? Please summarise your skills, knowledge, and experience to demonstrate how you meet the essential criteria in the person specification
3. Tell us about a supporter relationship that you know of that particularly inspires you.

**Please answer these questions within the Survey Monkey form. We are including them here so you have them for your reference, and in response to feedback from previous recruitment.**

**You will also be asked to upload your CV as a word document or pdf file.**

We will review all applicants’ responses to the 3 questions and score these against the essential knowledge, experience and skills in the person specification to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on recruitment@royalcourttheatre.com

You can also email us if you would like to submit your application in a different format or experience any difficulties with the Survey Monkey form.

**Please email your application to** **recruitment@royalcourttheatre.com**

**CLOSING DATE FOR APPLICATIONS: 6pm on Thursday 14 October 2021.**

**2. INTERVIEWS**

First round Interviews will take place on **Thursday 21 October 2021** at the Royal Court building (arrangements can be made for video interviews if you are based outside of London).

The interview panel for the first round will be Vicki Grace (Development Director), Catherine Thornborrow (General Manager), Lucy Morrison (Associate Director).

There will be a second interview stage for some candidates, on **Tuesday 26 October 2021** at the Royal Court.The panel for this stage will be Vicki Grace (Development Director), Lucy Davies (Executive Producer) and Andrew Rodger (Board member and Chair of Development Council).

Shortlisted candidates will be notified in advance of any changes or additions to the interview panels.

We will respond to all candidates within 2 weeks of the application deadline, regardless of whether they have been selected for interview or not.

**3. ABOUT THE ROYAL COURT**

**Who We Are**

The definition of excellence at the Court is inextricably bound with radicalism and risk. Six decades of writer-led, pioneering theatre-making at the Court have proved that the work, even when critically challenging, is always game-changing. Influential and provocative, the writers of the world demand a Royal Court that is fearless, inspiring and diverse. We measure success by the noise we make and the reach of our work – in the people we represent and play to across the UK, in the corners of the world in which we agitate, and in the civic corridors within which we resonate.

**MISSION**

The Royal Court Theatre 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.

The uniqueness of our environment enables writers to ask questions we don’t yet know need to be asked in ways we cannot yet imagine, inspiring audiences and influencing future writers.

Through the writers we strive to constantly reinvent the theatre ecology. We seek to find, cultivate, and create tomorrow’s major writers and the classic plays of the future.

We seek stories from everywhere and create theatre for everyone, and we see our audience as one of our chief collaborators.

We invite and enable conversation and debate, allowing our writers and their ideas to reach and resonate beyond the stage, and the public to share in the thinking.

We believe the Royal Court is one of the most important theatres in the world.

**VALUES**

ACUTE + RESTLESS

We’re driven by the need to unsettle pre-conceived ideas of theatre, applying intuition and acute intelligence to every script. We involve our audience in questions about what theatre could be and how it shapes our world. We want to make theatre history now.

INTELLECT + DEMOCRACY

We’re unflinching in our intellectual bite and the stringency of our thinking.

We want to shatter the illusion that ideas are for the few, throwing open the best thinking and critical debate to a broad audience.

EMPATHY + DISRUPTION

We can’t act alone. Together, we listen, respond and adapt, offering a sustaining and vital playground for experiment and ideas. We’re bold and flexible, embracing positive disruption and the unpredictable.

The Royal Court is committed to fostering an inclusive, socially just culture in which everyone feels they belong. We are an equal opportunities and disability confident employer. We seek a representative workforce for our city and we warmly welcome and commit to interview applicants with protected characteristics who meet the criteria for this role.

**OUR WORK**

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 20 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 120,000 people visit the Royal Court every year and many more see our work offsite, online, in the West End, globally and on tour. Our unique sector-leading activity is the play development work which takes place year-round including an ongoing programme of Writers Groups for around 100 writers a year.

**4. ABOUT THIS ROLE**

**Job Title: HEAD OF INDIVIDUAL GIVING**

**Line Manager: DEVELOPMENT DIRECTOR**

**Line Manages: INDIVIDUAL GIVING MANAGER**

The Head of Individual Giving is a key role in the Development team and will work closely with the Development Director, Grants and Partnerships Manager, Individual Giving Manager, Development Officer, Marketing and Communications team, Participation and Literary teams, and Development Council members.

The role will be responsible for securing new income and managing relationships with major donors (giving over £10,000) and working with the Individual Giving Manager to secure new income from memberships, the annual fund, and other individuals. Working closely with the Development Director, the Head of Individual Giving will develop and implement a clear and innovative strategy to maintain excellent donor relationships and grow income from individuals as part of the Development team’s ambitious fundraising strategy.

**Strategy**

* Lead on the planning and implementation of an individual giving strategy, in line with the artistic and fundraising aims of the Royal Court, to include Major Gifts, Membership, Annual Fund, and Legacy Giving.
* Collaborate closely with the Development Director, Executive team, Development Council, and Board to implement the Individual Giving strategy as required
* Contribute to the department’s events strategy and oversee the delivery of specific events when appropriate
* Work closely with Development Director and the Grants and Partnerships Manager to maximise the crossover in major trusts, corporates, and major donors to share resources and maximise income potential.
* Contribute to fostering the overall culture of fundraising within the organisation as led by the Development Director, working with all departments to ensure there is an appropriate level of understanding of key funding relationships and the role they play in the future of the Court

**Line Management**

* Oversee the work of the Individual Giving Manager ensuring support and opportunities for growth are recognised and encouraged.
* Support the Individual Giving Manager to set targets, forecasts, and strategy for the Individual Membership Scheme and the Annual Fund.
* Arrange weekly catch ups as well as longer reviews, to monitor and manage Individual Giving Manager’s workload and performance
* With the Development Director, arrange annual appraisals and set performance objectives for the Individual Giving Manager which are realistic yet challenging

**Major Gifts**

* Manage all aspects of major gifts fundraising from planning, research, and prospecting, through to making an ask (or identifying and facilitating the right person to do this) and delivering excellent donor care to generate significant gifts of £10,000+ from individuals
* Produce compelling funding proposals, updates, and reports, bespoke to each donor relationship as part of tailor-made solicitation plans for all prospects and supporters
* Utilise and call upon colleagues, Board members and Development Council to support relationships with donors
* Design creative and bespoke opportunities to engage major donors
* Undertake research into new prospective major donors and use this in planning suitable asks
* Develop a pipeline of prospective givers and a clear plan for cultivation
* Design specific cultivation events
* Oversee the design delivery of an exciting and robust supporter stewardship programme with the Individual Giving Manager and the Development Officer
* Ensure appropriate accreditation on website, print and other materials; work closely with colleagues in Development and Marketing to ensure a consistent and well-presented message on financial need, opportunities for support and thank yous
* Keep excellent records of benefits and gift aid claims/donations, to ensure that each gift is appropriately managed and recorded
* Carry out due diligence processes as necessary such as prospect screenings

**Membership (with the Individual Giving Manager)**

* Oversee the Development Manager’s running of the Membership scheme to ensure the highest level of donor stewardship and membership retention
* Lead on the cultivation and stewardship of Memberships at £5,000+ with support from the Individual Giving Manager
* Work with the Individual Giving Manager to identify and cultivate members who may upgrade their involvement and use the Individual Giving Manager’s expertise to create a major donor pipeline from the membership scheme

**Legacy Giving**

* Manage the stewardship of legacy pledgers to ensure their ongoing engagement with the Royal Court
* Develop and implement a strategy to increase legacy giving at the Royal Court

**Annual Fund and Friends (with the Individual Giving Manager)**

* Support the Individual Giving Manager to plan and deliver an annual fund strategy to encompass all low level giving across the theatre
* With the Individual Giving Manager, oversee donations from ticket buyers, on behalf of Development, with the Box Office team, online and over the phone to maximise income
* With the Individual Giving Manager, research, implement, and manage strategies for increasing low-level donations within the theatre and an Annual Fund campaign
* Oversee the Individual Giving Manager to deliver an effective stewardship programme for low-level donors by overseeing thank yous and an annual event
* Support the Individual Giving Manager to ensure that the Gift Aid received on all low-level donations is maximized
* Work closely with the Marketing department to plan and deliver a strategy to increase income from Friends and Good Friends and ensure the highest level of stewardship for existing supporters at these levels

**Events (with the Development Officer)**

* Work with the Development Officer to develop and deliver a programme of events for supporters at all levels, seeking opportunities to engage with the artistic programme in new and exciting ways where possible

**Finance and Administration**

* Complete monthly financial reports and monitor against income targets and flag any risk to pledged or planned income as necessary with the Development Director in between
* Prepare quarterly financial income forecasts for Development Director to share with Executive team and the Board
* Ensure that Spektrix records are up to date and in line with GDPR
* Keep abreast and informed about gift aid legislation, liaising with HMRC when necessary and communicate changes to colleagues internally and to supporters externally
* Work with Finance team on the administration of gift aid and payment processing
* Lead on matters relating to the Development department’s tax-effective giving and GDPR, working closely with the Finance team to implement best practice

**General**

* Attend Development Council meetings and lead discussions with fundraising volunteers on fundraising from Major Donors, Legacies and Annual Fund
* Attend events across the team as required
* Attend forums for Major Gifts Managers as possible
* Maintain an excellent knowledge of the Royal Court’s artistic programme through reading all plays, seeing productions and, where possible, observing participation projects
* Build and maintain networks with development colleagues in the arts sector
* Play an active part in development, promotion and implementation of company policies: access, sustainability, health and safety and equality and diversity.
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* Attend company and departmental meetings as required.
* Attend Royal Court productions, readings and other events when required.

This job description is a guide to the nature of the work required by the Head of Individual Giving and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Development Director.

**5. PERSON SPECIFICATION**

**Essential Knowledge and Experience**

* Understanding of the work and mission of the Royal Court and its position in the wider London, UK, and global theatre landscape
* Knowledge and experience of Major Gifts fundraising in a charity or arts context
* Knowledge and experience of Membership fundraising in a charity or arts context, including HMRC and Gift Aid regulations
* Understanding of the fundamentals of income generation in arts fundraising or other charity context
* Knowledge of the wider arts philanthropy landscape
* Experience of using a fundraising database

**Essential Skills**

* Proven track record of developing and delivering individual giving strategies
* Proven track record of regularly soliciting and raising gifts of five figures and above
* Demonstrable ability to understand the mission and vision of the Royal Court and communicate it effectively and persuasively with a variety of stakeholders with a variety of perspectives
* Highly developed interpersonal skills with the ability to lead, inspire and motivate a team
* A clear and confident communicator
* First-class persuasive writing skills
* High attention to detail and accuracy
* Ability to act on own initiative
* Excellent team working
* Demonstrable analytical, data management and numeracy skills
* An ability to build and sustain meaningful and effective relationships between supporters and the Royal Court
* Excellent administrative skills

**6. TERMS AND CONDITIONS**

Hours: 40 hours per week, usually 10am - 6pm Monday – Friday (1 hour lunch break)

 Due to the nature of this role some evening and weekend work will be required, and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

Contract: Full time permanent, subject to 6 months’ probationary period

Salary: £38,000 per annum

Annual Leave 20 days per annum, rising to 25 days per annum after 2 years’ service. Plus bank holidays

Location Primarily based at the Royal Court Theatre, with the option of some remote working.

**Pension:**

The Royal Court Theatre (RCT) offers a contributory Group Personal Pension Scheme for all permanent employees and an Auto Enrolment Scheme.

Employee contributions to the Group Personal Pension Scheme of between 2-5% will be matched by ESC.  The contribution from the RCT is dependent on the employee making a contribution. If you choose to pay your pension via salary sacrifice or exchange this will have an effect on the level of some statutory leave payments.

ESC has an auto enrolment pension scheme, through the People’s Pension, which currently operates at a contribution level of 8%: 5% from the employee and 3% from the employer.

**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
* 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.