



**Royal Court Theatre**  
Sloane Square, London, SW1W 8AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

## **JOB DESCRIPTION**

### **DEVELOPMENT OFFICER**

**Full time, permanent**

### **ABOUT THE ROYAL COURT**

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

### **ABOUT THIS ROLE**

**Job Title:** Development Officer

**Line Manager:** Senior Development Manager

### **MAIN PURPOSE**

The Development Officer plays a vital role in enabling the Development team to reach our ambitious fundraising target. They will work closely with the Director of Development, Senior Development Manager and Development Officer, as well as with the Marketing and Communications team, Finance Team and Artistic and Literary Teams.

This role will have a particular focus on the relationship management of supporters in our supporter circle scheme, the delivery and implementation of an exciting programme of events on behalf of the department, and will provide assistance with research, financial administration and departmental processes to the team. Working closely with the Senior Development Manager, they will contribute to a strategy to grow income from individuals and corporate sources as part of the Development Team's ambitious fundraising strategy.

## RESPONSIBILITIES

### Supporters

- Assist the Development Team to devise and implement the supporters' strategy (currently focused on the 'Supporters Circle') to retain current supporters and encourage prospects to join.
- Act as the main point of contact for lower-level supporters (currently Silver–Platinum Circle supporters at £250 - £1,500 donation levels). This will include creating renewal and thank you letters, managing ticket bookings, event invitations and accreditations, and responding to general enquiries.
- Work with the Development Officer, Marketing and Box Office Teams to manage the priority-booking period for supporters, ensuring that it runs smoothly and can maximize income during season onsales.
- Work with the Development Team to build a portfolio of prospects, identify existing supporters for upgrades and move members across the giving ladder (e.g. from Friends and Good Friends into the Supporters' Circle).
- Create supporter newsletters, ensuring that they act as an effective stewardship tool.

### Fundraising Opportunities and Campaigns

- Manage the day-to-day running of one-off and monthly donations and campaigns such as the current 'Annual Fund' and 'Support the Court Fund'.
- With the Senior Development Manager, design and implement additional fundraising opportunities for supporters, such as the current 'Production Circle'.
- Work with the Senior Development Manager to maximise opportunities to generate income online and in the building, including through contactless donation points, Text to Donate and other donation platforms.
- Regularly update fundraising copy in print and online to create a compelling message for support at all times.

### Events

- Curate and execute a programme of events to complement the theatre's artistic programme to steward supporters and engage prospects. These will include Press Nights, Supporters' Receptions, Cast Q&As, the Annual Party etc.
- Lead on logistical planning and delivery for these events, co-ordinating efforts with other departments and frontline teams to ensure their smooth running.
- Support the Development Team with the curation of events for high net-worth individuals, such as the annual Artistic Director's Dinner.

### Administration & finance

- Maintain accurate records on the Spektrix database for individual supporters and prospects, including income received and plans for engagement.
- With the Senior Development Manager, lead on best practice protocols for data entry and upkeep on Spektrix, and produce customer lists and reports to aid the Development team to analyse data trends to maximise opportunities for income generation.

- Regularly update the Development income tracker, and work with the Senior Development Manager to forecast income and flag any risks on pledged or planned income.
- Ensure that the crediting for individual supporters in playtexts, on the website and on the supporters' board are updated and accurate.
- Lead on the team's financial administration. This includes managing Gift Aid, updating expenditure and administration associated with the Chapel & York US Foundation, direct debits or other fundraising channels.

## **Team Support**

- Take a flexible approach to contribute and support across the full range of work undertaken by the Development team as required, including (subject to capacity) work on areas of income and activity beyond the specific scope of this job description.
- Lead on the efficient running of the Development Office, including suggesting potential improvements to systems, booking meeting spaces, updating print and supporting with additional team administration where necessary.
- Carry out research tasks to support the Development Team when required.
- Represent the Development Team in internal meetings and at events when required.

## **General**

- Contribute to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Maintain an excellent knowledge of the Royal Court's artistic programme through reading all plays, seeing productions and observing participation projects where possible.
- Attend Development team meetings and cross-departmental meetings as required to feed into a collaborative approach and ensure effective information-sharing across all our work.

**This job description is a guide to the nature of the work required of the Development Officer. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive team.**



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## PERSON SPECIFICATION

### Knowledge and Experience

- Experience of and an interest in the fundraising and arts sectors (or similar)
- Experience of membership and/or supporter engagement activity and campaigns.
- Experience of communicating and developing relationships with a wide variety of people, including developing and communicating a compelling message for support.
- Experience of event management including planning and delivery.
- Experience of financial processes and administration.
- Experience of a wide range of systems e.g. finance, CRM, prospect research or Box Office systems, Canva, DotDigital etc.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.

### Skills

- Excellent communication and presentation skills (both written and verbal) with the ability to act confidently, professionally and with tact
- Excellent time management skills with the ability to prioritise multiple requirements, work under pressure and meet competing deadlines.
- Excellent written skills with the ability to synthesise, collect and summarise complex information into a persuasive argument.
- An adaptable team player with a positive, flexible and enthusiastic attitude to collaboration.
- Ability to work independently and use initiative, including to learn and develop new skills.
- Excellent attention to detail with the ability to act with speed and under pressure.
- Excellent IT skills, with sound knowledge of Microsoft Office (e.g. Word, Excel) and the ability to pick up new systems quickly and confidently (e.g. Spektrix, Dotdigital, Canva).

## HOW TO APPLY

To apply, please send a CV and short covering letter (no more than two sides of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format in which you would prefer to send an application, please email the recruitment inbox.

**Applications should be sent to the recruitment inbox at [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com).**

**The deadline for applications is Sunday, 1<sup>st</sup> September 2024 at 11:59pm. Interviews will take place on 9<sup>th</sup> and 10<sup>th</sup> September 2024.**

The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly

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outline in your email if you would like to be considered under this scheme.



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## TERMS AND CONDITIONS

**Hours:** 40 hours per week, usually 10m - 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

**Salary:** £29,246.88 (gross) per year

**Holiday Entitlement:** 25 days per year, plus bank holidays

**Pension:** The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

### Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events