



Royal Court Theatre
Sloane Square, London, SW1W 8AS
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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 MANAGER

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 Manager

Line Manager: Director of Development

MAIN PURPOSE

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

The role will be responsible for leading fundraising from trusts & foundations and corporate partnerships. This includes managing key applications, proposals, campaigns and events to secure new income and steward existing relationships. Working closely with the Director of Development, they will lead on the development and implementation of strategy to grow income from a variety of sources as part of the Development team's overall fundraising work.

RESPONSIBILITIES

Strategy

- Support the Development Director with strategy development, including identifying targets and developing proposals of support across corporate partnerships, trusts and foundations.
- Work with all members of the team to ensure that the department's fundraising copy and tone is updated and compelling, and is reflected in person throughout our engagement with supporters.
- Contribute to a collaborative approach to all the work of the Development team across relationship management, writing bids/pitches, soliciting donations, reporting, data collection and staying up to date with the activities of other departments to develop attractive cases for support for a variety of prospective funders.

Fundraising

- Lead on fundraising activity and set strategic targets/timelines for corporate partnerships, trusts and foundations to meet ambitious development targets, support new programmes of work and respond to key moments over the organizational cycle.
- Manage and build existing relationships with corporate, trust and foundation supporters, ensuring that the Royal Court can continue to generate significant long-term income.
- Develop bespoke proposals of support, applications and reports for current and prospective funders and partners.
- Effectively steward current and prospective funders and partners by managing ticket bookings, accreditations, ensuring that they are thanked appropriately and carrying out grant reconciliation/evaluation requirements.
- Work closely with other departments to understand ongoing organisational plans and identify attractive funding opportunities to build a pipeline of support.
- Ensure that the Royal Court is compliant with HMRC legislation and GDPR at all times and that any changes to the schemes are communicated internally and externally.

Line Management & Team Support

- Line manage Development Officer(s), setting clear targets and expectations, monitoring workload, providing pastoral care and seeking out development opportunities in their role(s).
- Support the Development Officers to work together to maximise opportunities for upgrading supporters, foundations and partners towards higher levels of engagement and giving.
- With the Development Director, oversee the efficient running and administration of the Development Office and related systems, as well as setting a positive and ambitious culture across the team.

Administration & finance

- Maintain accurate records on the Spektrix database for trust and foundations, corporate partners and prospects, including income received and plans for engagement.
- Maintain income on the Development income tracker, including keeping forecasted income and targets up to date and flagging any risk to planned income with the Development Director.
- Ensure that the crediting for a wide range of supporters in playtexts, on the website, supporters' board and other relevant contexts are updated and accurate.
- Support the Director of Development with regular updates on fundraising prospects to feed into overall income planning throughout the year.



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- Support the Development Officer(s) to update and maintain their financial data on the income tracker and to carry out any financial administration.

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 plays, seeing productions and observing participation projects where possible.
- Build and maintain networks with development colleagues in the arts sector.
- 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 Senior Development Manager. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Executive team.

PERSON SPECIFICATION

Knowledge and Experience.

- Experience as a development professional with a track record in fundraising in a relevant environment, including demonstrable success in planning and securing income from trusts and foundations and/or corporate and partnership supporters.
- Experience planning and writing applications and/or pitches for funding across a wide range of contexts and funders/partners.
- Proven ability to develop and manage creative fundraising campaigns, schemes and events, including understanding of a range of different development strategies.
- High IT literacy and knowledge of fundraising databases e.g. Spektrix.
- Knowledge and interest in fundraising best practice such as GDPR, Gift Aid, CRM and donor stewardship; and knowledge of current giving trends in the arts and the wider charity sector.
- 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).
- Exceptional interpersonal and relationship building skills with the ability to influence at all levels through persuasion and negotiation.
- Ability to handle sensitive information tactfully, act maturely and confidently and maintain strict confidentiality.
- Excellent organisation and management skills to handle a busy workload, tight deadlines and conflicting priorities.
- A can-do attitude – the ability to make things happen, with a flexible, adaptable approach and the ability to remain calm under pressure.



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- A demonstrable commitment to teamwork – a willingness to get involved, act as a team player, motivate others and work effectively with other departments.

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: £38,500.00 (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