



## Job Description

### DEVELOPMENT MANAGER

#### THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



**Our vision:** Creating the environment in which young people of all ages have equality of opportunity to lead, participate, work in and enjoy the arts and culture.

#### **Background information:**

Theatre Peckham is a flagship venue and a Learning Theatre Academy in vibrant South East London. It offers an accessible introduction to the performing arts and provides guided progression routes to higher education and employment for children and young people aged 3 to 25.

The organisation is 34 years old, with a rich history of inspiring and educating thousands of young people. More than 400 young people are members of Theatre Peckham's weekly performing arts academy. A range of projects take place in collaboration with a variety of partners, including schools and community groups, producing high quality work, developing artists, drawing audiences, supporting communities and above all, growing a talent pool for the creative industries.

Theatre Peckham is regarded as a key player in the local arts and education landscape, the company delivers local and national priorities in terms of cultural diversity, economic disadvantage, children and young people and serving local audiences. The key strength is quality engagement with young people, enabling them to find their voice in the world and in the arts industry.

Under the dynamic artistic leadership of Suzann McLean, Theatre Peckham continues its mission where inspirational artists meet aspirational young people. We place excellence, accessibility, inclusive engagement, and education at the centre of our artistic offer for the benefit of audiences and participants in Southwark and across the whole city.

This is a pivotal time to join Theatre Peckham as we realise ambitious plans to build creative industry associations, raise the profile of young people's work and develop new community partnerships. Our aim is to be London's Leading Learning Theatre providing high quality training to young performers, emerging artists and young technicians in a venue that is locally focused with a national and international vision.

We are now looking to appoint a highly motivated Development Manager with outstanding communication skills, eager to take the initiative in raising funds across all areas, with experience on Trusts and Foundations. This role will be pivotal in developing and implementing our long term fundraising strategy.

**Job Title:** Development Manager

**Reporting to:** Head of Events and Corporate Partnerships

**Work closely with:** Artistic Director, Creative Producer, Associate Director, Academy Manager

**Direct reports:** Development Interns and Volunteers.

**Purpose of Role:** To take the lead on fundraising and delivering income targets, working across all areas of fundraising, to fund Theatre Peckham's ambitions.

**Key Responsibilities:**

- Work with the Artistic Director and Senior Management Team to develop and deliver the fundraising strategy, set and review annual targets.
- Research and manage all stages of Trust and Foundation applications, including identifying suitable funders and developing compelling proposals for all areas of Theatre Peckham's work.
- Develop long term relationships with trusts and foundations and other funders to deliver ongoing income targets.
- Develop a broad fundraising portfolio complimenting Trusts and Foundation support.
- Compile appropriate budgets and statistics for applications, working with the Senior Management, Finance Officer and staff team.
- Manage the evaluation and reporting process for successful funding bids, preparing fundraising reports, acknowledging and thanking funders as required.
- Maintain accurate records of all applications and donations, ensuring the fundraising database is up to date.
- Monitor pending applications, providing additional information and interim reports in a timely fashion.
- Provide support for major strategic bids such as Arts Council England.
- Work closely with the staff team to identify projects and activities for fundraising and ensure priorities for fundraising are communicated across the organisation.
- Ensure successful grants are communicated to the staff team, and everyone is aware of budgets and monitoring requirements.
- Organise fundraising and cultivation events such as opening night receptions.
- Manage the new individual donors and Crowdfunding schemes.
- Support the Artistic Director to manage relationships with our Patrons.
- With the Marketing Manager, create fundraising resources including communications & marketing materials.
- With all staff, identify and develop creative and innovative ways to generate income and raise profile.
- Produce and present regular progress reports to Senior Management and the Board.
- Keep up to date with the funding landscape and ensure compliance with best practice in fundraising

**General**

- Promote Theatre Peckham's reputation both within Theatre Peckham and in the wider arts community.
- Undertake other duties as may be reasonably required; for example, all staff may occasionally be required to work on the reception desk or café, assist with events and help to publicise Theatre Peckham activities.
- Attend performances, meetings, receptions and events as required.
- At all times to carry out duties and responsibilities with regard to Theatre Peckham's policies and procedures.

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.*

## Person Specification:

### Essential:

- A proven track record of raising funds from a variety of sources, preferably within the performing arts.
- Substantial experience of raising funds from Trusts and Foundations, including large scale multi-year applications.
- Exceptional written and verbal communication skills including excellent interpersonal and presentation skills.
- An ability to build effective relationships with people at all levels and the confidence to deal with a range of funders, corporate donors, community members, senior staff and Board members.
- A pro-active self-starter, able to work on own initiative in developing proposals and solving problems.
- An understanding of budgets and financial management.
- An ability to devise creative approaches to fundraising.
- Able to perform effectively under pressure, motivated by working to deadlines.
- Thoroughness and meticulous attention to detail.
- IT literate with experience of using databases.
- Flexibility to work unsociable hours including occasional evenings and weekends.
- An understanding of and enthusiasm for Theatre Peckham's vision and work.

### Desirable:

- A fundraising qualification.
- Previous experience within the performing arts.
- Knowledge of fundraising databases.
- Passionate about the arts and work with diverse young people.

### Terms:

This is a full-time position (35 hours per week) with a salary range from £28,000 to £30,000 depending on experience. Normal office hours are 10am to 6pm, between Monday and Friday, however, this post will require occasional weekend and evening work. The annual paid holiday entitlement is 20 days plus public holidays. There is a probationary period of three months.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Theatre Peckham is a family friendly employer and can consider flexible working hours to suit the successful candidate.

### How to Apply:

If you would like to apply for the post please download the application form and the equality monitoring form from our website <https://www.theatrepeckham.co.uk/theatre-peckham-jobs/> and send it with a short covering letter to [admin@theatrepeckham.co.uk](mailto:admin@theatrepeckham.co.uk), or by post to Theatre Peckham, 221 Havil Street, London, SE5 7SD. Please note that only applications submitted on Theatre Peckham's Application Form will be considered. We do not accept CVs.

**Closing date for applications: Monday 23<sup>rd</sup> March at 12 noon**

**Interviews to be held: Week of 30<sup>th</sup> March**

*If you are unable to attend on that date, please state the first date you will be available as we may be able to offer an alternative interview date.*

Theatre Peckham welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

**We look forward to receiving your application.**