



# ROYAL BALLET SCHOOL

## TRUSTS & LEGACIES FUNDRAISER

### OVERALL PURPOSE OF THE POST

To support the Head of Development in driving sustainable income and engagement for the School.

### SUMMARY OF THE ROLE

This varied role will support the day-to-day management of Royal Ballet School's fundraising activity and have primary responsibility for a portfolio of grants from Trusts and Foundations.

The post-holder will be responsible for growing the pipeline of new legacy pledges and administrate the transfer of legacy income to the School with sensitivity and diligence.

With the Comms and Development Teams, this role will support year-round engagement with existing and prospective Major Donors through communications, events and stewardship initiatives.

### CONTRACT TERMS

Salary	£28 – 30,000 per annum
Hours	28 per week, with some evening and weekend work compensated by TOIL
Location	Upper School, Covent Garden
Annual Leave	24 days per annum
Key contacts	Development Team, Marketing & Communications, Artistic Team
Reports to	Head of Development

### SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## MAIN TASKS

- Manage a portfolio of trust funders, foundations, legacy donors and legacy pledgers
- Identify new relevant grant making bodies, researching and writing grant applications
- Assess and match potential grant funders to strategically relevant propositions
- Write timely, accurate and tailored progress reports required by grant funders
- Forge collaborative relationships with respective Project and Programme Managers
- Represent the school's 'Invitation to Give' at external venues and events as necessary
- Forecast funder performance and potential against agreed KPIs, working with Finance
- Work with Comms Team to compile and share relevant content, stories and impact
- Engage and steward Royal Ballet School Alumnae towards leaving a Legacy
- Steward to retain existing Legacy Pledgers for the duration of their pledge
- Strengthen the Legacy programme to increase gifts to the School from this source
- Manage relationships and administration with families and executors of Legators
- Fulfil the Donor Acknowledgement commitments for all past and future donors
- Design compelling proposals working closely with colleagues across the school
- Contribute to internal progress reports and Development Committee briefings
- Record relevant comms, income and relationship development activity on CRM
- Manage year-round donor networking, engagement and stewardship activity
- Support Head of Development in day to day implementation of fundraising strategy

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- A minimum of three years fundraising experience within the non-profit sector
- Knowledge of charitable trust grant fundraising and legacy fundraising
- Proven proposal writing skills for funding applications and donor correspondence
- Experience of managing a portfolio of existing donors and new prospects pipeline
- Numerate with attention to detail and ability to manage and report on budgets
- Data confident in managing a fundraising CRM database and related processes
- Ability to present information concisely and effectively, both verbally and in writing
- Good organisational skills and ability to prioritise work to meet deadlines and targets
- Confident, articulate and well presented with sensitivity to the requirements of donors
- Willing to work collaboratively across all functions of the department and wider School
- Working systems knowledge of Windows and Microsoft Office programs
- Flexibility to assist at performances and events falling outside normal working hours
- Empathy and commitment to the aims and ethos of the School to engage support.

### DESIRABLE CRITERIA

- A knowledge and appreciation of the arts, particularly dance and ballet
- Previous experience of using ThankQ CRM or similar and related processes
- Previous experience of fundraising event design and delivery
- IoF qualified or similar degree subject.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.

**2** *Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*