



ROYAL  
BALLET  
SCHOOL

# DEVELOPMENT OFFICER

## OVERALL PURPOSE OF THE POST

To support the Development Team's income generation for the School and its Students through effective fundraising with a focus on individual giving and major donor cultivation and stewardship.

## SUMMARY OF THE ROLE

This varied role will assist with day-to-day management of Royal Ballet School's fundraising work with private individuals and philanthropists in support of recurring income from existing sources.

The post-holder will plan and deliver a number of engagement events as well as oversee stewardship activity and renewals through in-house visits, external venue ticketing and database administration.

The role will also have personal responsibility for a small group of donors, which will grow with knowledge and experience as the team works towards the 2026 Royal Ballet School Centenary.

## CONTRACT TERMS

Salary                    £27,000 per annum

Hours                    35 hours per week

Location                Upper School, Covent Garden

Annual Leave           30 days per annum

Key contacts            Head of Development,  
Development Team, Commercial  
colleagues, Commercial Director,  
Finance Team, Academic and Artistic  
colleagues.

# 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 DUTIES

This list should be seen as illustrative rather than prescriptive

## RECORDS MANAGEMENT

Be responsible for maintaining accurate prospect and donor records, registering invitations and event attendance, registering pledges, processing donations, preparing receipts, drafting and sending acknowledgement letters and any other

correspondence for best donor stewardship and donations management using the CRM.

## REPORTING

Supporting the Development Team to administrate, monitor and report on a portfolio of donors that include the Friends, Young Philanthropists, the Esprit de Corps, the Corp Donors (regular donor group), Legators, trusts, foundations, and corporates. Reconciling income with the Finance Team and producing income and engagement reports as required. Conduct research and support due diligence on prospective donors reporting to Development Team.

## LEGACY ADMINISTRATION

Oversee the Friends Programme working with the volunteer Friends Secretary – liaising with them to coordinate new sign ups, membership renewals via Direct Debit, regular communications and

annual Friends' events. Support transition of donors to Legacy Pledgers. Administrate Gifts in Wills from Legators working with Executors and Families and coordinating timelines for income with Finance.

## ENGAGEMENT EVENTS

Support delivery of in-house donor visits to Upper School and White Lodge all year round. Deliver external events for existing donors as well as cultivation events for prospects. Coordinate Performance invitations, attendance and hospitality at Opera Holland Park and the Royal Opera House each July. Manage invitations and attendance to year end Graduation and Prize Giving. Working alongside Artistic and Academic Teams to ensure best Donor Experience.

## FUNDRAISING

Develop skills as an integral member of the Development Team in nurturing relationships with

individual donors for long term sustainable income for the School in Wellbeing, Artistic, Academic, and Performance categories of projects and programmes.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Minimum of two years administrative and operational experience
- Experience in maintaining and managing a contacts database
- Experience of working in a non-profit or charity fundraising environment
- Confident and well presented with strong relationship management skills
- Ability to present information concisely and effectively, both verbally and in writing
- Good organisational skills with ability to prioritise work to meet tight deadlines

- Numerate with a meticulous attention to detail and able to understand budgets
- Flexible to attend / assist at performances and events falling outside normal working hours
- Willing to work collaboratively across all functions of the department and wider School
- Daily working knowledge of Windows PC systems and Microsoft Office programs
- Motivated to deliver impact and income for the long-term support of the School
- Empathy with and a commitment to the aims and ethos of the School

## DESIRABLE CRITERIA

- A knowledge and appreciation of the arts, particularly dance and ballet
- Previous experience of organising premium events and large functions
- Previous experience of using ThankQ Access CRM

- IoF qualified and/or relevant degree subject

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

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.