

DEVELOPMENT MANAGER

OVERALL PURPOSE OF THE POST

To drive fundraised income from Major Donors and Trusts for the School's Students, Projects and Programmes in the run up to the 2026 Royal Ballet School Centenary.

SUMMARY OF THE ROLE

This varied role will deliver the Royal Ballet School's fundraising income from existing and new sources for Student Sponsorship, Bursaries, Capital and Programme Projects, and Appeals.

As a key member of the Development Team the post-holder will ensure retention of existing support through donor communications, virtual and live engagement, reporting and stewardship.

The role will have responsibility for a group of major donors, family trusts and foundations to support strategic income and impact in Wellbeing, Academic, Artistic and Performance projects.

CONTRACT TERMS

Salary	£35,000 per annum
Hours	35 hours per week
Location	Covent Garden
Duration	Permanent
Line managed by	Head of Development
Key contacts	Head of Development, Development Team, Commercial colleagues, Commercial Director, Finance Team, Academic and Artistic colleagues, Development Committee, Creative Director, Governors.

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-centred 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, behaviour, 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

EXISTING DONOR ENGAGEMENT

- Managing a portfolio of donors supporting the School to include the current Student Sponsors, Young Philanthropists, the Esprit de Corps, the Corp Donors (regular donor group), trusts, foundations, and others as assigned by the Head of Development. Coordinate a programme of stewardship and communication with donors and trusts ensuring they are kept informed through visits and regular updates from the School.

NEW DONOR CULTIVATION

- Building on existing relationships, implement strategies, budgets and working plans to generate long-term, sustainable income from new Philanthropists and Trusts. Conduct research and support robust due diligence on prospective donors. Develop an effective and varied portfolio of funding opportunities in order to implement a rolling schedule of tailored applications to potential funders and where appropriate applications for repeat donations. Initiate and coordinate fundraising campaigns and projects according to need.

GRANTS MANAGEMENT FROM TRUSTS AND FOUNDATIONS

- Manage the current portfolio of trust funders and required reporting, lead on developing and submitting bids to small and mid-level trusts and foundations. Manage key relationships with Trustees externally and project colleagues internally. Forecast income and track budgets working with Finance.

PROJECT AND PROGRAMME DELIVERY

- Working with the Development Team to grow support from all donor types (including Corporate over time). Working with Artistic and Academic colleagues to deliver impactful programmes funded by Trusts. Working with the Development Officer oversee the administration of the legacy programme. Manage the volunteer coordinator of The Royal Ballet School's Friends Programme. Working with Comms and Marketing to ensure coherent on brand messaging, collateral and media are maximised in all fundraising work.

EVENTS AND COMMUNICATIONS

- Act as the fundraising lead within the School on the CRM system, ensuring the database is best used for fundraising comms and reporting. Adhere to data protection legislation and stay up to date with the guidelines of the Fundraising Regulator and GDPR. Coordinate year-round calendar of engagement events and those ad hoc events supporting specific fundraising appeals. Deliver rights and benefits for various donor types.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Demonstrable experience in fundraising from major donors and trusts
- Proven ability across fundraising techniques and systems to achieve targets
- Evidence of securing long term, recurring support from individuals and organisations
- Experience and ability to write compelling proposals and present to an audience
- Excellent interpersonal skills and evidence of strategic relationship development
- Proven success in cultivating new sources of support across the fundraising spectrum
- Financial literacy, with experience of working with finance to create and track budgets
- Excellence in major donor stewardship designing and delivering best Donor Experiences
- Collaborative working style with ability to create grant applications with programme colleagues
- Managing reporting requirements for Major Donors, Family Trusts and larger Foundations
- Tech savvy, with excellent audience awareness and communications across all channels
- Knowledge of optimising CRM systems for best fundraising marketing and reporting
- Clear drive, motivation and appetite for achieving results for impact and income
- Knowledge of relevant charitable legislation and guidelines, with a focus on GDPR
- Commitment to fundraising best practice, learning and development.

DESIRABLE CRITERIA

- A knowledge and appreciation of the arts, particularly dance and ballet
- Previous experience of Marketing, Comms, PR and Digital
- 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.