



ROYAL
BALLET
SCHOOL



JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

OUR VALUES

**ACTIVELY
WIDENING
ACCESS**

**OUR HERITAGE
NOURISHES
OUR FUTURE**

**STRIVING FOR
EXCELLENCE**

**NURTURING
INDIVIDUALS**

**ALWAYS
INNOVATING**

WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

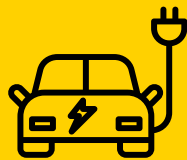
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different [Associate centres](#) and venues for [Intensive Courses](#).

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



**GENEROUS
PENSION
SCHEME**



**TECH AND
ELECTRIC
VEHICLE SCHEME**



**CYCLE TO
WORK
SCHEME**



**EMPLOYEE
ASSISTANCE
PROGRAMME**



**LEARNING AND
DEVELOPMENT
OPPORTUNITIES**



**SEASON
TICKET
LOAN**



**GENEROUS
ANNUAL
LEAVE**



**DISCOUNTS
OFF A VARIETY
OF BRANDS**



**DEVELOPMENT
EXECUTIVE**

APPLICATION DETAILS

LOCATION:

Upper School,
Covent Garden

SALARY:

£32,000 per annum

HOURS:

35 hours per week,
Monday - Friday

APPLICATION CLOSING DATE:

30 September 2025



OVERALL PURPOSE OF THE ROLE

This wide-ranging and varied role will play a key role in building a strong base of support to maximise philanthropic income for the School, as we head into our exciting Centenary celebrations. By supporting meaningful relationships with major donors and prospects (individuals, grant funders and corporate partners) this role will directly contribute to securing the transformational support needed to sustain the School's excellence and ensure its legacy for the next century.

This newly created role offers an excellent opportunity for someone eager to build their experience in Development and contribute to the success of a world-renowned cultural institution.

SUMMARY OF THE ROLE

This role will support the delivery of the Royal Ballet School's mission to train and educate classical ballet dancers to the highest possible standards and to provide an accessible resource for students, teachers and the wider community.

As a key part of the newly formed Development Team, the post will be supporting the team with engagement, cultivation and solicitation of donors and prospects with a particular focus on those capable of making major gifts in the UK and internationally.

MAIN DUTIES

RESEARCH AND BRIEFINGS:

- Support with prospect research to identify and qualify potential funders (individuals, grant funders and corporate partners), both in the UK and internationally.
- Prepare high-quality briefing notes to support senior staff and trustees in donor meetings, cultivation activities, and solicitation efforts.

PROPOSAL AND PRESENTATION PREPARATION:

- Assist in drafting compelling fundraising proposals, presentations, reports and pitch materials tailored to potential supporters, ensuring alignment with the School's values and funding priorities.

ADMINISTRATIVE AND CRM SUPPORT:

- Coordinate and minute internal team meetings and ensure actions are tracked and delivered on schedule.
- Act as Development lead on updating and maintaining the School's CRM system with accurate and concise entries to track donor cultivation and stewardship, along with data import and export.

CORPORATE PARTNERSHIP DELIVERY:

- Support the team to deliver corporate partnership benefits and reporting
- Support year round communications with relationship managers

MEETING SUPPORT - PROSPECT FOCUS

- Support the planning and delivery of cultivation meetings with prospective donors with a specific focus on the coordination of invitations, materials, and follow-up for prospects.

PROPOSAL TRACKING AND KPI REPORTING

- Maintain up-to-date records of proposals submitted, outcomes, and timelines, ensuring timely follow-ups and contributing to performance reports.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Willingness to learn and a clear drive, motivation and appetite for achieving results
- Demonstrable ability to produce compelling proposals for prospective donors and sponsors
- Experience of recording and maintaining data
- Experience of handling sensitive information confidentially and with discretion, especially relating to high profile individuals
- Familiarity with General Data Protection Regulation and Fundraising Code of Practice
- Evidence of securing the trust of major partners and stakeholders – internal and external
- Excellent communication and interpersonal skills and willingness to be a part of a dynamic team
- Aptitude for service centred work ethic to deliver best in class donor experiences
- An accurate and systematic approach to work
- Basic knowledge of optimising CRM systems for accurate and relevant reporting
- Commitment to fundraising best practice, learning and development.

DESIRABLE CRITERIA

- A knowledge and appreciation of ballet, the arts, performance, elite sport
- Previous experience of using Salesforce.



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, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.

**CLICK HERE
TO APPLY**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

