



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.

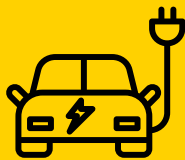
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

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
MANAGER**

APPLICATION DETAILS

LOCATION:

Upper School,
Covent Garden

SALARY:

£45,000 per annum

HOURS:

35 hours per week,
Monday - Friday

ANNUAL LEAVE:

30 days per annum

START DATE:

March/April 2026

APPLICATION CLOSING DATE:

18 January 2026



OVERALL PURPOSE OF THE ROLE

This strategic and outward-facing role will be instrumental in expanding the School's network of supporters and maximising philanthropic income as we celebrate our Centenary in 2026. The postholder will take a leading role in identifying, cultivating, and securing new major donor relationships - building a strong and sustainable pipeline of prospects capable of making transformational gifts to support the School's vision and long-term priorities as it seeks to uphold its global standing as a centre of performance excellence in classical dance from London base.

This position offers an exceptional opportunity for an experienced development professional to play a pivotal part in shaping the School's next chapter. Working closely with senior leadership, the postholder will design and deliver innovative engagement strategies to attract new supporters, deepen relationships with key prospects, and communicate the School's impact and ambitions with clarity and passion. The role requires a proactive and strategic relationship-builder with the confidence to engage high-level individuals and the insight to convert interest into enduring philanthropic partnerships in support of the future of the performing arts at the highest level.

SUMMARY OF THE ROLE

The Development Manager will play a key role in expanding the School's philanthropic network and securing transformational support as we celebrate our Centenary. The postholder will be responsible for identifying, cultivating, and engaging new major donor prospects, building lasting relationships that contribute to the School's long-term growth and legacy. Working closely with senior leadership and the Development Team (c.12 people), this role combines strategic planning, relationship management, and innovative engagement to attract high-value supporters and ensure the continued excellence and impact of the School across its diverse programmes.

MAIN DUTIES

DONOR CULTIVATION AND RELATIONSHIP MANAGEMENT

- Build and nurture strong, long-term relationships with new and existing supporters through personalised engagement strategies informed by the Head of Development.
- Represent the School at meetings, events, presentations and functions to cultivate connections with prospective donors.
- Collaborate with senior leadership and the Donor Relations Team to ensure high-level donors are onboarded seamlessly and receive tailored stewardship and recognition.

STRATEGIC FUNDRAISING PLANNING

- Develop and implement strategies to attract new major donors, aligning with the School's fundraising priorities for UK in-year activity, as well as USA and Asia development.
- Work with senior leadership to set fundraising targets, track progress, and report on performance across each giving level prioritising annual donations of £50k+ per annum.

PROPOSAL PREPARATION

- Collaborate with content, communications and marketing team colleagues to create compelling materials that articulate the School's mission and strategic priorities.
- Contribute to the planning and delivery of fundraising campaigns, events, and initiatives to engage, cultivate and convert prospective supporters.

PROSPECT RESEARCH AND IDENTIFICATION

- Maintain and update the active prospects pipeline, ensuring all opportunities are tracked and appropriately prioritized with touchpoints and assigned relationship leads.
- Contribute to the invitations tracker to ensure all prospects are engaged with in a systemised and relevant way according to location, interest, propensity to give.

MONITORING, REPORTING, AND ANALYSIS

- Maintain accurate records of donor engagement and interactions in the CRM system improving and refining systems and processes as part of a growing department.
- Monitor progress against fundraising targets, providing regular reports and insights to senior leadership on pipeline value from identification to stewardship stages.
- Analyse donor trends, sector insights and curate feedback to refine engagement strategies.

TEAM COLLABORATION AND LEADERSHIP

- Work closely with colleagues across Development and the Senior Leadership Team as well as Artistic and Academic staff to refine the propositions and align fundraising priorities.
- Host year-round events with the Development Team to enable all prospect engagement.
- Mentor and support junior staff involved in development activities where appropriate.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Proven experience in donor cultivation and relationship management - Demonstrated success in building and sustaining 5 and 6 figure annual relationships with major donors and key stakeholders.
- Strong organisational and project management skills - Capacity to manage multiple donor relationships, events/projects, and fundraising initiatives simultaneously, while maintaining attention to detail in a dynamic office environment.
- Strong strategic fundraising expertise - Ability to design, implement, and evaluate fundraising strategies that align with institutional priorities and deliver measurable outcomes.
- Excellent communication and interpersonal skills - Skilled at engaging and influencing diverse audiences through persuasive written and verbal communication, including at senior levels.
- Proficiency in proposal and campaign development - Experience preparing compelling fundraising proposals, campaign materials, and event strategies that inspire donor support.
- Analytical and reporting skills - Ability to monitor, interpret, and report on fundraising performance, donor trends, and engagement metrics using CRM and data analysis tools.
- Collaborative teamwork - Proven ability to work effectively across departments and with senior leadership, collaborating with colleagues to achieve shared goals.
- Ethical commitment and alignment with institutional values - Demonstrated integrity, discretion, and commitment to advancing the mission and values of the School through responsible fundraising practices.

DESIRABLE CRITERIA

- A knowledge and appreciation of ballet, the arts, performance, elite sport
- Understanding of 501c3 and Endowment Fund structures
- 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**

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ASSISTANCE
WITH YOUR
APPLICATION**

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CONTACT US
IF YOU HAVE
QUESTIONS**

