



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.

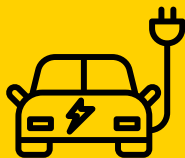
There are four boarding houses; two at White Lodge (Years 7-11), one in Pimlico, (Years 12-13), and one in Covent Garden (Year 14).

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 250 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
(GRANTS &
REPORTING)**

APPLICATION DETAILS

LOCATION:

Upper School,
Covent Garden, WC2E 9DA, with
the option to discuss remote work

SALARY:

£45,000 per annum

HOURS:

35 hours per week,
Monday - Friday, with flexible
hybrid working

DURATION:

Fixed-term maternity cover
(approximately 12 months)
from October 2026

APPLICATION CLOSING DATE:

14 August 2026. Applications will be screened on submission. The School reserves the right to interview and appoint if a suitable candidate is found before the closing date.

OVERALL PURPOSE OF THE ROLE:

The Royal Ballet School is a global centre for performance excellence. Its dual mission is to nurture the best ballet dancers for the main stages of the world and assure the future of classical dance art form. With 90% of our students relying on financial support to attend, philanthropy is fundamental to ensuring the School remains accessible to exceptional talent, regardless of financial circumstances. Through exceptional stewardship of existing supporters and the successful cultivation of new funding partnerships, this role will play a vital part in securing the School's future and enabling the next generation of outstanding dancers to realise their potential.

SUMMARY OF THE ROLE:

As an integral member of the Development Team, the Development Manager will support the growth of our trust and foundation partnerships to fund a number of our core annual programme areas (Student Bursaries, Healthcare, Facilities etc) as well as new projects. The Manager will also lead on research and funding applications to trusts and foundations, while also delivering quality impact reporting across the School's work.



MAIN DUTIES:

SUPPORTING EXISTING DONOR RELATIONSHIPS

- Maximise income from existing trust and foundation funders by building and maintaining strong relationships, ensuring agreed donor retention and income targets are achieved across designated projects and programme areas
- Steward trust, foundation and corporate funders already or capable of contributing over £100,000 per year by producing high-quality, timely and compelling reports, funding proposals and thank-you communications
- Collaborate with the Development Team to deliver effective donor stewardship through events, communications and year-round engagement activities that strengthen relationships with funders and other key stakeholders.

DEVELOPING NEW DONOR RELATIONSHIPS

- Support members of the Development Team and Centenary working committee, to identify, engage and deliver excellent income and impact for the School
- Work with the Head of Development to research, write and present attractive and compelling fundraising applications and proposals to trusts and companies for core programmes
- Engage key prospect targets through effective and appropriate verbal and written communication. This may range from sharing curated content and short case-studies to producing in-depth project proposals that include detailed financial data and research findings.
- Lead on the creation of Impact data, end of year reporting for core programme outputs and outcomes (showcasing Healthcare, Academic and Artistic performance and more), while ensuring links back to the case for support and the School's strategic objectives as originally stated.

WORKING ACROSS INTERNAL DEPARTMENTS AND TEAMS

- Contribute to forecasting and regular reporting, internal planning and budget setting and producing verbal and written reports for senior management as required
- Liaise with relevant departments across the School to gather information for applications and reporting

- Produce and submit quality funding reports to meet deadlines, liaising with relevant teams to ensure funder requirements are met and the evidence base for funding is strengthened. Keep accurate and timely records of approaches, grant opportunities and funds received on our CRM.
- Play an active role within the fundraising team and contribute to the development and creation of strategies and campaigns to increase fundraising through all channels
- To maintain up-to-date knowledge of fundraising regulations, networks, and developments across the sector, advising on best practice in relation to Trusts fundraising.

PERSON SPECIFICATION:

ESSENTIAL CRITERIA

- Educated to degree level or equivalent professional experience
- Proven experience securing and managing multi-year grants from trusts and foundations, including raising at least £50,000 annually from grant funders
- Demonstrable success in building and maintaining long-term relationships with trusts, foundations, funders and donors
- Experience researching prospective funders and developing compelling funding applications, reports, updates and other fundraising communications
- Proficient in using fundraising databases, such as Salesforce, to maintain accurate records and support donor management
- Ability to analyse and communicate complex information, data and organisational impact in a clear, persuasive and engaging way
- Strong understanding of fundraising best practice, current sector trends and impact measurement and evaluation
- Excellent IT, data management and administrative skills, with experience handling financial and confidential information
- Highly organised, with the ability to manage multiple priorities, meet tight deadlines and maintain exceptional attention to detail
- Proactive, self-motivated and adaptable, with the ability to respond effectively to changing priorities and opportunities
- Positive and collaborative team player with excellent interpersonal, verbal and written communication skills.

DESIRABLE CRITERIA

- Experience of supporting or managing significant fundraising appeals or projects
- Working knowledge of the Adobe Creative Cloud Acrobat, InDesign and Photoshop
- Familiarity with performing arts, education, culture sectors.

WHY JOIN OUR TEAM AT THE ROYAL BALLET SCHOOL?

- Unique cause with demonstrable impact and global standing as a centre of excellence for student and teacher training
- We are an ambitious and supportive team with opportunities for learning and development
- While most of the team work from our Covent Garden office three days a week, we're open to discussing flexible working arrangements, including remote working, with the right candidate
- Excellent engagement with existing donors with established prospect pipeline
- Close working relationships across the organisation and with collaborative stakeholders
- Generous employee benefits and invitations to watch performances.



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**

