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**DEVELOPMENT OFFICER**

**JOB DESCRIPTION**

**Job title: DEVELOPMENT OFFICER**

**Responsible to: HEAD OF DEVELOPMENT**

**Responsible for: NONE**

**Key Relationships: EXECUTIVE DIRECTOR, HEAD OF DEVELOPMENT, BOX OFFICE, MARKETING TEAM, LEARNING TEAM**

**Purpose of Post**

Working as part of the Development Team, to plan and execute effective fundraising strategies for Derby Theatre. The role will have a particular focus on copywriting for trusts and foundations, cultivating donor relationships and coordinating and developing Derby Theatres’ Friends scheme. The Development Officer will also deputise for the Head of Development as required.

**Key responsibilities**

**Trusts and Foundations**

* Conduct research into possible funding streams for funding priorities.
* Assist in the production of funding reports for existing supporters.
* Update the reporting schedule, to include deadlines.
* Draft applications for small grants (under £15,000) and support the Head of Development in making applications for large grants.
* Assist the Head of Development in creating proposal templates for all key projects.

**Individual Giving, including Friends Scheme**

* Work closely with the Head of Development to develop and manage the individual giving strategy, including legacy fundraising, to ensure retention and growth.
* Coordinate and administer the Derby Theatre Friends Scheme including payments and renewals alongside the marketing and box office team.
* Work closely with the marketing team to oversee all Friends communications, including scheduling and writing content.
* Take responsibility for stewarding relationships with donors and Friends including arranging meetings and supporter events throughout the year.
* Work with the Box Office team to oversee and grow Point of Sale (POS) donations and Gift Aid sign up, working to achieve targets set and reporting progress to the Head of Development.

**Corporate Giving**

* Work with the Head of Development to implement the Corporate Giving strategy to include researching and identifying new corporate prospects. Attend networking events to build relationships and take responsibility for cultivating prospects, developing relevant proposals and key messaging and overseeing the administration relating to corporate supporters.

**Development Events**

* Organise, manage and attend supporters’ evenings including liaising with front of house and catering staff, and managing the guest list.

**Administration**

* Support the development and executive teams by preparing briefing notes, and research profiles for the fundraising activity.
* Assist the Head of Development in keeping the team informed with any legislation or trends development within fundraising.
* Maintain accurate records on Spektrix and the shared drive, as well as keeping efficient paper files and audit trails where appropriate and make sure financial data is accurate and funds are received timely.
* Liaise with all teams to ensure that project information and budgets are up to date.
* Update the website and printed materials with the relevant fundraising information and credits.
* Support on the collation of data for applications and reports, including Arts Council England reporting.

**General**

* To actively support and promote Derby Theatre’s Learning Theatre model, including a commitment to engage with the University of Derby’s Theatre-related higher education provision; to contribute to learning opportunities such as work experience, placements, and the theatre’s role as a learning environment.
* To keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the department and organisation.
* To take an active role in the team and staff as a whole, and to attend team, departmental or cross-organisation meetings as required.
* To ensure that Derby Theatre’s policies, procedures and values are observed in every area of the department’s work.
* To act always in the best interests of Derby Theatre, always protecting intellectual property and confidential information.
* To carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post.
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the values and mission of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability.
* The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**DEVELOPMENT OFFICER PERSON SPECIFICATION**

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| **Criteria** | **Essential/**  **Desirable** | **Method of Assessment** |
| **Knowledge and Skills** |  |  |
| Proven knowledge of the fundraising opportunities for an organisation such as Derby Theatre. | **Essential** | Application, interview |
| Excellent interpersonal and verbal communication skills – ability to network and nurture relationships with donors, colleagues, and connections at all levels. | **Essential** | Application, interview |
| Excellent copywriting skills – ability to develop compelling proposals and write persuasively, clearly outlining the case for support. | **Essential** | Application, interview, task |
| High levels of literacy and numeracy, with an eye for detail and accuracy. | **Essential** | Application, interview, task |
| Strong administrative and organisational skills – ability to create, maintain and improve administrative processes. | **Essential** | Application, interview |
| Computer literate including MS Office. | **Essential** | Application, interview |
| Understanding of the wider landscape – ability to identify and leverage fundraising opportunities for the theatre from new and existing markets. | Desirable | Application, interview |
| Ability to develop budgets for fundraising applications using ‘full cost recovery’ principles. | Desirable | Application, interview |
| Understanding of Data Protection legislation as it relates to fundraising. | Desirable | Application, interview |
| **Experience** |  |  |
| Experience within a fundraising role (paid or voluntary), which could include private and public giving. | **Essential** | Application, interview |
| Experience of delivering against targets – ability to work proactively, plan workloads and manage time effectively to meet deadlines. | **Essential** | Application, interview, task |
| Experience of using CRM systems to manage donor relationships and drive activities and growth through data analysis. | Desirable | Application, interview |
| Experience of devising and delivering high-quality successful events. | Desirable | Application, interview |
| **Personal Attributes** |  |  |
| Keen interest in the arts and enthusiasm for the work of Derby Theatre. | **Essential** | Application, interview, |
| Positive, can-do attitude and willingness to embrace the ethos and values of Derby Theatre. | **Essential** | Application, interview |

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** £24,957 to £27,730

**Hours:** Standard working week is 39 hours Monday to Friday.

Evening, weekend and bank holiday working may be required.

**Holiday:** 28 days per annum, including Bank Holidays, rising to 33 days over five

years

**Pension:** Derby Theatre operates a contributory pension scheme provided by NEST

**Probation:** This post is subject to a six-month probationary period

**Notice** One month

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability), discount in selected Derbion stores and free travel on University of Derby buses

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website www.derbytheatre.co.uk to download an application form. **You must fill in this form to apply as no CVs will be accepted.**
2. You may choose to respond to the **PERSONAL STATEMENT** as a video or audio file. If so, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link <https://wetransfer.com/>.
3. If you can, please **save the file as a PDF** with your name in the file name.
4. Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.
5. Email your completed application form, or files to [jobs@derbytheatre.co.uk](mailto:jobs@derbytheatre.co.uk) and complete our Equal Opportunities form which can be found here <https://derbytheatre.co.uk/about-us/work-with-us/equal-opportunity/>

**Closing Date:** Monday 26th May 2025 at 6pm.

**Interview Dates:**  Thursday 5th and Friday 6th June 2025.

**What should I expect if I am invited to an interview?**

We aim to make the interviews as accessible and engaging as possible, and we want you to talk about yourself and your work experience in a relaxed and friendly setting.

We believe an interview is a chance for you to find more information about the role, us as an organisation and for you to get a sense of whether this is the right environment for you.

With this in mind, we have designed an interview process which will enable potential candidates to meet members of the team and partners, see some of the spaces you might be working in, and of course a chance to talk about you and your work experience.

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.