



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

JOB DESCRIPTION

DEVELOPMENT (FUNDRAISING) MANAGER

Full time/Permanent

ABOUT THE ROYAL COURT

The Royal Court is the writer's theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THIS ROLE

Job Title: Development (Fundraising) Manager

Line Manager: Director of Development

Line Manages: Development Administrator

MAIN PURPOSE

The Development Manager plays a central part in enabling the Royal Court Theatre's Development team to reach and grow ambitious fundraising targets for the charity's mission.

The role will be responsible for a range of fundraising relationships and initiatives across a variety of sources, including high-level donors, corporate partners and trust & foundations (with scope to focus the role around the specialisms and interests of the appointee). This includes managing and stewarding key individual and corporate relationships, leading on applications, proposals and campaigns, and contributing to long-term fundraising targets and strategies.

The Development Manager will work closely with the Director of Development and wider Development Team (including as manager for team-members), as well as collaborating with other departments across the theatre.



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RESPONSIBILITIES

Fundraising & relationships

- Act as internal lead for agreed areas of fundraising activity, relationship management and strategic targets/timelines – including a range of individual donors, corporate partnerships and trusts and foundations, with some flexibility to focus the role around the specialisms and interests of the appointed candidate.
- Manage and build existing relationships with key supporters from a wide range of backgrounds, ensuring that the Royal Court can continue to generate significant long-term income.
- Develop bespoke proposals of support, applications and reports for current and prospective funders and partners.
- Effectively steward current and prospective funders and partners by managing ticket bookings, accreditations, ensuring contractual benefits are met and that they are thanked appropriately. and carrying out grant reconciliation/evaluation requirements.
- Work closely with other departments to understand ongoing organisational plans and identify attractive funding opportunities to build a pipeline of support.

Strategy

- Support the Development Director with strategy development, including identifying targets, new approaches and developing proposals of support across key areas of fundraising.
- Contribute to a collaborative approach to all the team's work across relationship management, writing bids/pitches, soliciting donations, reporting, data collection and staying up to date with the activities of other departments to develop attractive cases for support for a variety of prospective funders.

Line Management & Team Support

- Line manage the Development Administrator, setting targets and expectations, monitoring workload, providing pastoral care and supporting personal development.
- Support the wider team to work together to maximise opportunities for upgrading supporters, foundations and partners towards higher levels of engagement and giving.
- With the Development Director, oversee the efficient running and administration of the Department, setting a positive and ambitious culture.
- Work to ensure clear alignment in approach across the team, including ensuring compliance with HMRC legislation and GDPR at all times and that any changes to the schemes are communicated internally and externally.

Administration & finance

- Maintain accurate records on our Spektrix database for current and prospective partners and prospects, including income received and plans for engagement.
- Maintain income on the Development income tracker, including keeping forecasted income and targets up to date and flagging any risk to planned income with the Development Director.
- Ensure that the crediting for a wide range of supporters in playtexts, on the website, supporters' board and other relevant contexts are updated and accurate.
- Support the Director of Development with regular updates on fundraising prospects to feed into overall income planning throughout the year.
- Support the Development Officer(s) to update and maintain their financial data on the income tracker and to carry out any financial administration.

General

- Contribute to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Maintain an excellent knowledge of the Royal Court's artistic programme through reading plays, seeing productions and observing participation projects where possible.
- Build and maintain networks with development colleagues in the arts sector.
- Attend Development team meetings and cross-departmental meetings as required to feed into a collaborative approach and ensure effective information-sharing across all our work.

This job description is a guide to the nature of the work required of the role. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Director of Development.



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PERSON SPECIFICATION

Knowledge and Experience

- Experience as a development/fundraising professional with a track record in managing fundraising campaigns in a relevant arts and/or charity environment.
- Experience successfully planning and writing proposals and/or pitches for funding across a range of contexts and funders/partners.
- Experience managing relationships with key stakeholders including high level individual and/or corporate partners.
- High IT literacy and knowledge of fundraising databases e.g. Spektrix.
- Knowledge and interest in fundraising best practice such as GDPR, Gift Aid, CRM and donor stewardship; and knowledge of current giving trends in the arts and the wider charity sector.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.

Skills

- Excellent communication and presentation skills (both written and verbal).
- Exceptional interpersonal and relationship building skills with the ability to influence at all levels through persuasion and negotiation.
- Ability to handle sensitive information tactfully, act maturely and confidently and maintain strict confidentiality.
- Excellent organisational and management skills to handle a busy workload, tight deadlines and conflicting priorities.
- A can-do attitude – the ability to make things happen, with a flexible, adaptable approach and the ability to remain calm under pressure.
- A demonstrable commitment to teamwork – a willingness to get involved, act as a team player, motivate others and work effectively with other departments.



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TERMS AND CONDITIONS

- Hours:** 40 hours per week.
Usually 10am - 6pm Monday – Friday (1 hour lunch break). Due to the nature of this role some evening and weekend work could be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.
- Contract:** Full time / Permanent.
- Salary:** £43,337.79 (gross) per annum from April 2026
- Holiday:** 25 days per year, plus bank holidays
- Pension:** The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events
- Commitment to professional development, with access to a suite of training resources and personal budget