

JOB DESCRIPTION

JOB TITLE	Director of Development (Maternity Cover)
TYPE OF CONTRACT	Full-time, one-year fixed term
RESPONSIBLE TO	Principal and CEO
GROSS ANNUAL SALARY	£75,000 - £80,000 (pro-rata) Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week (9.30 am - 5.30 pm) Monday to Friday, with the flexibility to work outside these hours to attend events and productions as necessary
KEY WORKING RELATIONSHIPS	Principal and CEO, Trustees and Board of Governors, Senior Management and Executive, Development Committee, Academic staff and faculty
INTERNAL	
EXTERNAL	Directors of AFLAMDA, key alumni, major donors and supporters
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 3 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a

	complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(9) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

The Director of Development is responsible for the implementation and successful delivery of a comprehensive and coherent fundraising strategy for LAMDA. They will motivate and lead the development team and have oversight of all LAMDA's fundraising activities.

The Director of Development will lead and deliver major gift campaigns including the biennial Gala to ensure the sustainability and success of LAMDA as the world's leading centre for drama training. There will be a focus on growing scholarships, developing Corporate partnerships, deepening engagement with Individuals, contributing to KE strategy and institutional fundraising, exploring Capital campaigns, increasing international fundraising and developing projects/revenue funding.

The role will include maintaining and growing relationships with prominent alumni to deliver fundraising objectives.

DUTIES AND RESPONSIBILITIES

- Strategic direction and leadership of short and long-term strategies for LAMDA's fundraising initiatives
- Leading on Individual Giving and expanding the LAMDA Patrons and membership programme
- Delivering a biennial fundraising Gala
- Overseeing and developing the programme of scholarships and student support
- Strengthening relationships with the alumni network and developing a robust alumni-giving programme
- Growing the corporate sponsorship and partnership programme
- Leading on revenue and project fundraising with Trusts and Foundations
- Developing a legacy programme
- Leading fundraising for capital projects in line with and governed by LAMDA's strategic plan and organisational objectives
- Overseeing major institutional funding bids
- Supporting the Development Committee, managing the direction of the Committee and reporting to the Board

- Ensuring effective stewardship and donor recognition plans are maintained and implemented for all major donors
- Creating strategy and campaigns for LAMDA's international fundraising, including leading the work and development of the American Friends of LAMDA, (AFLAMDA) a 501c3 organisation which fundraises separately in the USA on behalf of LAMDA
- Working with the Principal/CEO, Trustees and key stakeholders to ensure LAMDA fundraising objectives are met
- Working with the Principal/CEO and the members of the Senior Management Team to ensure the successful delivery of LAMDA's strategic objectives
- Management, recruitment and development of the Development team in line with LAMDA's policy and best practice
- Creating and implementing a coherent, effective, academy wide alumni strategy including the development of the international alumni network and embedding LAMDA Connect
- Working closely with the Marketing and Communications team to ensure that development and fundraising activities are communicated effectively to target markets and are in line with LAMDA's brand, message, and marketing and communications strategy
- Controlling and managing the departmental budget
- Representing LAMDA at relevant external events as required
- Cultivating and maintaining excellent relations with donors, stakeholders and potential donors
- Attendance at and reporting to Trustees' meetings as required by the Principal/CEO
- Any other related duties as reasonably required by the Principal/CEO

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Collaborative working style and excellent relationship building skills</p> <p>Excellent written and verbal communication skills, including the ability to speak engagingly with a wide variety of audiences</p> <p>Ability to resolve complex situations and deal sensitively with differences of opinion</p> <p>Excellent negotiation skills</p> <p>Exceptional organisation and planning skills</p> <p>A strategic thinker with the ability to see the bigger picture and make decisions accordingly</p> <p>Competent IT skills</p> <p>Ability to develop, motivate and lead a team</p>	<p>Knowledge of Spektrix database</p>	<p>CV/Cover letter/ Interview</p>
KNOWLEDGE	<p>Sound knowledge of the fundraising environment</p>		<p>CV/Cover letter/ Interview</p>
EXPERIENCE	<p>Strong track record of meeting fundraising targets in a senior fundraising role</p> <p>Demonstrable experience of developing, implementing and delivering a successful major fundraising strategy to generate income</p> <p>Direct experience of initiating and managing research and cultivation strategies for prospective donors and experience of fundraising via individual giving and digital via trusts and foundations</p> <p>A proven track record in fundraising at a senior level, including securing major donations from individuals, trusts, foundations, and corporations</p>	<p>Experience of working in the performing arts or higher education</p>	<p>CV/Cover letter/Interview</p>

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>Proven experience and knowledge of annual giving programmes and revenue fundraising opportunities</p> <p>Experience of working in a senior fundraising role in the arts, higher education or charity sectors</p> <p>Experience of strategic planning, budgets and monitoring at senior management level</p> <p>Proven experience of leading, managing and inspiring high performing teams</p> <p>Substantial experience of fostering successful relationships and partnerships with key external stakeholders</p>		
QUALIFICATION	Educated to Degree level	Fundraising qualification	Certificates (If applicable)
QUALITIES	<p>Excellent presentation skills</p> <p>Energy and enthusiasm</p> <p>Creativity</p> <p>Supportive and considerate, a team player</p> <p>Passion for the performing arts</p> <p>Accuracy and attention to detail</p> <p>Diplomacy, sensitivity and discretion</p> <p>The ability to work collaboratively at all levels across various stakeholders</p>		CV/Cover letter/ Interview

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019 and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumnus Benedict Cumberbatch was appointed the Academy's President.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.