

DEVELOPMENT MANAGER



Young Future Makers - Photo by Joyce Nicholls

JOB PACK

INFO

JOB TITLE	Development Manager (part-time - 4 days per week)
RESPONSIBLE TO	Executive Director / CEO
RESPONSIBLE FOR	Freelance bid writers (as required)
SALARY	£24,000 per annum (£30,000 pro rata)
CONTRACT TYPE	Fixed term to March 2028
HOURS	30 hours per week (0.8 FTE) - we're happy to discuss flexible working patterns.

THIS PACK CONTAINS:

- Overview of the role
- About Theatre Centre, Our Touring Work, Future Makers
- Our Guiding Principles
- Job Description and Person Specification
- Outline of Terms and Conditions
- Access & Inclusion, Sustainability
- How to apply
- Key dates

INFO

OVERVIEW OF THE ROLE

Theatre Centre are looking to recruit a Development Manager in a newly created post part funded by a generous donation from Backstage Trust. Working closely with the Executive Director, the Development Manager will lead the implementation of Theatre Centre's fundraising strategy to support its artistic programme and long-term sustainability.

This is a new and pivotal role designed to transform Theatre Centre's fundraising capacity by strengthening systems, increasing income diversity, and building long-term financial resilience. The postholder will play a key role in helping the organisation capitalise on its artistic impact and case for support, while building momentum towards its 75th anniversary in 2028.

This role will keep us focused on our development strategy and will have support from across the whole company: the Board, Executive and the core TC team. We have been steadily building our foundations and have some good funding relationships in place, committed individual givers, a strong, evidenced case for support, some incredible stats and feedback and above all an inspiring and exciting programme of work to offer for young people, artists and teachers across the country.

Our Development Manager will help us to bring in resources so that we can continue share our high-quality, specialist work as far as we can. We see development as a collaborative effort and we understand the need for the whole team to support development, that effective fundraising needs to be resourced with realistic timelines and expectations.

ABOUT THEATRE CENTRE

“Theatre Centre was the first place that showed me I could be a writer and gave me the belief that I had something to say.”

- Roy Williams OBE, Patron

We're more than a theatre company; our practice produces a creative circular economy that places young people at the heart of Theatre Centre, empowering them on their own terms to use their voices and ideas to create change in the world.

We commission new writing from trailblazing writers, tour directly into schools and theatres UK-wide, and run our year-round Future Makers programme to bring young people, artists, and teachers together as creative collaborators. Future Makers makes space for young people to build agency as they nurture their talent and interests on their terms.

We prioritise systemically underserved and excluded areas, removing economic and social barriers, and working where young people can benefit most.

As a specialist in the theatre ecosystem, we're not just a new writing company, but a connector and enabler, linking young people, schools, teachers, artists, and communities. We're proud to have a strong community of teachers, provide access to professional artists as collaborators and strongly advocate for the power of creative approaches in education.

Founded in 1953 by Brian Way and Margaret Faulks, we've been a vital catalyst for youth leadership and creativity for over 70 years. Join us to create a better world through theatre.

We are an Arts Council England National Portfolio Organisation, ITC Ethical Manager, a Living Wage Employer, a Disability Confident Employer, using the Anti-Racism Touring Rider, the Anti-Ableism Pledge and the Theatre Green Book, we partner with a wide range of organisations to make our work.

<https://www.theatre-centre.co.uk>

“crackling, naturally funny dialogue and knock-out performances”

- The Stage on *Human Nurture* by Ryan Calais Cameron

OUR TOURING WORK

“Watching such high-quality work in their own school meant students who wouldn't go to the theatre were able to watch such an outstanding show [...]students got to see what I have been telling them for years: just what impact the theatre can have on them!”

- Teacher on *Human Nurture* by Ryan Calais Cameron

We have been touring new writing directly into schools and venues for over 70 years and we know how to prioritise placing care at the centre of all our work to ensure our shows are resonant, relatable, and high quality.

We work with writers and artists who are at a particular career point, giving them opportunities to write, direct, design, act for a specialist teen audience. Artists who benefited from working with us early in their careers include Adjoa Andoh, Jesse Briton, Ryan Calais Cameron, Charlie Josephine, Adrian Noble, Chinonyerem Odimba, Prema Mehta, Juliet Stevenson, Benjamin Zephaniah & our patrons Naomi Ackie and Roy Williams.

When we make a show there is an alchemy that takes place; we listen to what young people care about, and we engage writers to liberate these ideas with them, taking our time in developing a story, bringing more young people in to test and develop. When it's ready to go into production we surround the story with industry-leading creatives who bring it to life.

“The show was amazing... Also when we got to do the workshop they were really nice and energetic which made everyone happy and feel alive. The lighting was perfect and really went well with all the character emotion and the rap / poems were amazing. Defo a 10/10.”

- Student on *Birds and Bees* 2023

WHAT IS FUTURE MAKERS?

“We had far more freedom than I expected and a huge influence on the play. I learned a lot about facilitating R&D in a fun, supportive way and building a company quickly. It was a beautiful experience.”

- Young Future Maker

We love great questions and disruption. We've always worked with innovative writers and artists to make work with and for young people, and we do this through Future Makers, a whole new way of working to enable young people to become artists, active citizens, and leaders – helping us to tell relevant, authentic stories. Future Makers is offered free to state schools and to young people in the community.

Future Makers fosters creativity, empowering active citizenship and leadership, and creating positive change. It's the core of our work and how we unlock our young people-centred practice in schools and our national and local communities. Our touring work comes directly from Future Makers spaces, our 'creative circular economy' linking all strands of our work and unlocking our young people-centred practice.

Future Makers **connects** young people, artists, and teachers who work together as peers to develop skills and share big ideas.

Future Makers **enables** complicated conversations to happen, where young people develop agency and creativity through sharing insights.

Future Makers **shapes** our shows with writers, enabling us to tell relevant, authentic, and relatable stories.

“All of this is a big loop, where students get the chance to speak their mind, teachers learn new techniques, and these techniques go back into the classroom for other students. This work has a positive effect on the whole student body.”

- Head of Drama, Newfield School, Sheffield

OUR GUIDING PRINCIPLES

OUR VISION

That young people are empowered through theatre to find and use their voices and ideas to make change in their lives and in the world around them, and that, through opportunities for creative activity, they explore and use their creativity to develop their potential as active citizens and leaders in the community and in society.

OUR MISSION

To make space for young people where they can:

- feel safe, seen and heard;
- have agency and control and nurture their talent;
- connect and collaborate;
- shape and influence their communities.

To build the creative community with schools and teachers by:

- taking world-class theatre straight into schools across the country;
- providing access to professional artists as peers and collaborators;
- nurturing relationships with teachers, building a strong, connected community;
- advocating for the power of creative approaches in education.

OUR GUIDING PRINCIPLES

We see equality and representation as the foundation of a fair society and work to dismantle systemic injustice and exclusion in all we do. We celebrate the true creative diversity only the widest access can bring.

Our values drive all aspects of our work and are our guiding principles in our approaches to planning and delivery, whether artistic and operational. We apply a set of questions that encapsulate our values in all of our work and plans, so that our values live and breathe and through everything we do and we can hold ourselves accountable:

- How is this fair?
- How is this inclusive?
- How is this collaborative?
- How is this courageous?
- How could this transform?
- How is this useful?
- How does this show care?
- How is this sustainable?

Our Ways of Being are:

- **We're Kind and Straight-up.** We say what we mean - with care and honesty.
- **We Show Up and Share.** We're in it together, even when it's messy.
- **We're Open and Ready.** We listen, we adapt, and we act.

JOB DESCRIPTION

KEY PURPOSE

The Development Manager will work alongside the Executive Director to deliver a phased fundraising strategy:

- **Phase 1 – Foundation:** Build on our strong systems and processes and give us consistency in fundraising delivery, including building a robust pipeline of Trusts & Foundations and developing place-based income in Crawley and the Gatwick area.
- **Phase 2 – Private Phase:** Expand individual giving by deepening relationships, developing major donors, and securing multi-year funding partnerships.
- **Phase 3 – Public:** Bring together all strategic and fundraising priorities in our 75th year, amplifying them into a public campaign that advocates for our change-making work.

CORE RESPONSIBILITIES

Trusts & Foundations

- Supported by the Executive Director, you will research and identify suitable funding opportunities, developing a strategic approach to prospecting that aligns with organisational priorities and programme plans.
- Write, coordinate and submit high-quality funding applications, working closely with the Executive Director to develop compelling cases for support and project budgets.
- Maintain a detailed and organised record of applications, deadlines, funder relationships and outcomes through effective CRM management.
- Develop and maintain strong funder relationships through stewardship, while delivering high-quality reports.

JOB DESCRIPTION

CORE RESPONSIBILITIES

Individual Giving & Campaigns

- Design and deliver individual giving strategies that strengthen donor acquisition, engagement and long-term retention.
- Build on existing campaigns such as The Big Give and Birthday appeals, improving performance through stronger messaging, segmentation and follow-up. The public-facing comms and assets will be created in coordination with the Marketing Manager.
- Use “treasure mapping” approaches to draw on Theatre Centre’s history, alumni and networks to unlock new fundraising opportunities.
- Develop meaningful relationships with donors, working closely with the Executive Director to cultivate and steward supporters.
- Plan development events, jointly managing guest lists, invitations and logistics with the Programme & Admin Co-ordinator.

Corporate Support & Earned Income

- Support the Executive in developing relationships with corporate partners, initially in Crawley and the Gatwick area, to generate both financial and in-kind support.
- Support and grow the Corporate Training programme, contributing to the development of a sustainable earned income stream locally and potentially in new locations.

Systems, Data & Evaluation

- Use the CRM to maintain accurate and up-to-date records that support effective donor cultivation and reporting.
- Support colleagues to ensure evaluation and impact data is effectively used in communications, fundraising materials and annual reporting.

JOB DESCRIPTION

CORE RESPONSIBILITIES

Marketing, Communications & Collaboration

- Collaborate with the Marketing Manager and wider team to develop compelling communications for donors, funders and supporters.
- Provide evaluation insights and impact data to support content for newsletters, website and social media.

Governance & Stakeholder Engagement

- Support the Board Development Committee by coordinating meetings, preparing agendas, taking minutes, tracking actions, and providing research and briefings.
- Build effective working relationships with Trustees, supporting their involvement in fundraising and advocacy.
- Along with other members of the team, represent Theatre Centre at events, networking opportunities and external meetings, acting as an ambassador for the organisation.

Organisational Contribution

- Build positive, collaborative and effective working relationships with colleagues across the organisation.
- Uphold Theatre Centre's policies, procedures and values in all aspects of work.
- Actively contribute to a culture of learning, openness and continuous improvement.
- Support organisational commitments to access, inclusion, diversity, and representation.
- Contribute to Theatre Centre's Climate Action commitments, including sustainable working practices.
- Undertake any other duties reasonably required by the Executive Director or Artistic Director.

PERSON SPECIFICATION

Values & Approach

- A strong affinity with Theatre Centre's mission and a passion for creating opportunities for young people through the arts.
- A values-driven approach, with commitment to equity, inclusion, social justice and environmental responsibility.
- Collaborative, open and transparent working style, with a proactive and solutions-focused mindset.
- Comfortable working in a changing environment, with the ability to embrace and drive change positively.

Skills & Experience

- Proven experience of fundraising within an arts organisation, including successful Trusts & Foundations applications and bid writing.
- Strong strategic thinking skills, with the ability to plan and deliver long-term fundraising activity.
- Excellent written communication skills, including the ability to develop compelling cases for support and reports.
- Good financial understanding, with experience of developing project budgets in collaboration with senior colleagues.
- Experience of building and managing relationships with funders, donors and stakeholders.
- Strong organisational and administrative skills, including effective CRM and data management.
- Experience of monitoring, evaluation and reporting to demonstrate impact.
- Ability to manage competing priorities, work flexibly under pressure, and meet deadlines.

Desirable

- Experience working in theatre, producing environments or the wider cultural sector.
- Understanding of creative learning, participation, or work with young people in education contexts.
- Knowledge of cultural policy and funding landscape.
- Experience of corporate partnerships or Friends schemes.
- Commitment to supporting artists and new writing.

TERMS & CONDITIONS

CONTRACT TYPE	Fixed-term, part-time contract to March 2028.
HOURS	30 hours (excluding breaks) Mon to Fri. There will be occasional evening and weekend working, which would be subject to TOIL (time off in lieu). Flexible working patterns may be negotiated with the Board and AD.
SALARY	£24,000 per year (based on £30,000 per year pro rata)
LOCATION	This role can be hybrid or predominantly home based, with some time spent working with colleagues in the office. Theatre Centre is based near Three Bridges station at Unit 4 Crawley Business Centre, Stevenson Way, Crawley, RH10 1TN.
ANNUAL LEAVE	25 days per year plus public holidays PRO RATA (ie 26.5 days per year). Some holidays may be scheduled by the company.
PROBATION	Six months.
NOTICE PERIOD	1 calendar month (1 week during probationary period)
PENSION	Employer contribution of up to 5% towards employee's or company-nominated stakeholder pension scheme
GENERAL	Enhanced DBS (Disclosure and Barring Service) clearance applies.
OTHER BENEFITS	A minimum of two training opportunities per year Season ticket loan scheme A professional development plan Personal 'go see' theatre allowance Annual company dinner

ACCESSIBILITY

As part of our commitment to making our working environment as accessible and supportive as we can, we invite all our staff members to create an Access Statement to use as a basis to explore reasonable adjustments and flexible arrangements. We can support you to do this if it is appropriate for you.

SUSTAINABILITY

We are committed to Climate Action and Environmental Sustainability, and this is reflected in the creatively in our work we make with young people and operationally as we reduce our carbon and waste footprint wherever possible. We use the Theatre Green Book as a resource and support all staff to reduce, reuse, recycle. Theatre Centre has declared Climate Emergency.

HOW TO APPLY

To apply, use our application portal [HERE](#)

The portal will ask you for:

- your personal details
- your personal statement in response to the Job Description and Person Specification (equivalent to a cover letter - up to 1000 words)
- your CV (a summary of your skills and experience)
- A completed Equal Opportunities form

Your personal statement is your opportunity to tell us about you, why you are suited to this role, and how your approach, skills and experience meet the essential criteria in the person specification. You can either:

- enter your written personal statement directly into the application portal
- or upload a voice note, video or presentation
- If something works better for you then feel free to email us and chat it through.

You must complete this Equal Opportunities Form [HERE](#) along with your application.

We want to help you write the strongest application you can, so please bear in mind that we use a criteria-based scoring system to shortlist and we will make decisions based on what you tell us about how well your skills and interests align with the Job Description and Person Specification.

Process

- Your application will be read by at least two people.
- All interview candidates will receive the questions in advance.
- We will offer feedback to all unsuccessful candidates at each interview stage. We're sorry but we will not be able to offer feedback to applicants who are not shortlisted for interviews.

KEY DATES

Deadline for applications: Monday 21st July 2026 10am

First Interviews: W/C 5th August 2026 (in person, travel paid)