



A Raisin in the Sun at Leeds Playhouse. Photo by Ikin Yum

DEVELOPMENT DIRECTOR

Application Pack – May 2025

INTRODUCTION

Thanks for your interest. We're Headlong. We're on the hunt for a new Development Director. We're ambitious. We make theatre with the power to move. Big exhilarating productions that use the unexpected to connect everyone we reach, right across the nation. Our work centres around a brilliant idea. We often find those ideas in unexpected places. The same is true of the people we work with. So, we welcome applicants from all walks of life.

Our new Development Director will build upon and deliver our fundraising strategy, providing us with the resources to power our creative ambitions and connect with artists and audiences across the nation.

We're looking for someone with experience in fundraising who is ready to take on a new challenge in a small and ambitious team. Someone who is ready to get stuck in, test new ideas, and work with us to push Headlong into the future.

What's important is that we'll share similar values. We're brave. We thrive on a challenge. We do a lot with a little. We're committed to justice, valuing people, and human connection above all.

Does this sound like you?

If you require this information in an alternative format please email jobs@headlong.co.uk or call us on 020 7633 2090.

ABOUT HEADLONG

We are the UK's leading touring theatre company. We commission, create and tour bold, exhilarating theatre that interrogates the contemporary world. We support early-career directors, designers and writers with residencies, commissions and bespoke development schemes. We bring diverse groups and local partners together to make powerful, community-informed theatre across the UK. We're industry leaders in promoting sustainability and social justice in all of our work.

In the last decade over 2 million people have seen our work on stage and screen, with shows including the award-winning hits *Best of Enemies* and *People, Places & Things*, new writing premiers *untitled f*ck miss s**gon play* and *The House Party* and national tours of classics *Henry V* and *A Raisin in the Sun*.

Under the dynamic leadership of Holly Race Roughan as Artistic Director and Lisa Maguire as Executive Director, we are at an exciting moment in our story. We are building a truly democratic organisation which champions collaboration and transparency. We will continue to create excellent theatre, hold strong relationships with a wide audience across the country and attract and develop the country's best artistic talent.

We are an Arts Council England National Portfolio Organisation. Last year, we established a new operational model with place-based partnerships in Bolton, Leeds and Oxford. Over the last few months we have moved our 'home ground' to Oxford and the team frequently works from Oxford, as well as our new London office in Somerset House. Our new Development Director will be expected to work from both bases frequently, as well as travel to other co-producing and partner venues from time to time.

We are navigating the challenges of an increasingly complex producing and touring landscape, and considering ways we can reinvent that model. All of this is underpinned by our commitment to social justice and equality as outlined in our Justice Plans. You can read about those plans on our website [here](#).

We have a brilliant Chair and Board of Trustees who are fully engaged and motivated to increase fundraising income to help us realise our ambitions in a financially sustainable way.

We are looking for an ambitious and creative individual who can embed a dynamic and inclusive fundraising culture at Headlong and raise the funds we need to catapult our organisation into the future.

ABOUT THE ROLE

As Development Director, you will work closely with the joint CEOs (Holly and Lisa) to deliver Headlong's fundraising strategy. You will have the opportunity to develop the role and will be responsible for raising the funds to support Headlong's mission and vision over the long-term. You will lead on prospect research, donor cultivation, bid writing and delivering fundraising events. You will set a fundraising culture with the Board and wider staff, advocating for the power of fundraising to push Headlong into its next chapter.

You will be part of the Senior Management Team and will take an active role in the organisation and as an ambassador for Headlong in different contexts.

Main Duties

Strategy and Leadership

- Lead on delivering and creating Headlong's fundraising strategy;
- Work with the joint CEOs to ensure that the fundraising ambitions of the organisation's strategic plan can be met;
- Work closely with the Board to identify how they can best support fundraising – through their networks, as ambassadors etc.;
- As a member of the Senior Management Team, support the joint CEOs in creating and delivering the organisation's strategic plan;
- Act as an inspirational leader within the organisation creating a confident, inclusive and ethical fundraising culture at all levels;
- Lead and manage relationships with all funders.

Fundraising

- Deliver the fundraising strategy to maximise fundraising potential across all areas of income working alongside Development freelancers;
- Maintain existing relationships with individual donors and seek new relationships to increase income from individual giving, particularly major donors;
- Lead on Trust and Foundation applications including bid writing, reporting and managing relationships with key Trust contacts;
- Create a programme of cultivation and stewardship events making use of Headlong's programme of work across the country;
- Lead on fundraising administration ensuring all systems and processes comply with the necessary legislation;
- Explore new ways to raise income across Headlong's programme of work;
- Explore ways to raise our profile, develop new relationships and raise income;
- Collaborate with the Marketing and Audience Development Manager to ensure best practice in using our CRM system (Spektrix) to appropriately manage donor information and leverage opportunities for prospecting.

Other

- Be an advocate for and represent Headlong at events and support Headlong productions;
- Carry out any other duties as can be reasonably expected as an employee of Headlong.

Who We Are Looking For

We are looking for someone who has a proactive, self-starting leadership and working style. Someone who would enjoy the opportunity to shape the future of the organisation through fundraising, whilst also getting stuck into the day-to-day delivery of that work. Someone who thinks strategically, is comfortable working with partners and with freelancers, and who has a passion for the work Headlong is doing across the country. You will be someone who can build trust, lead, and inspire others through your communication skills and who can develop clear and compelling narratives to raise funds. You won't be afraid to think differently about fundraising and will relish the opportunity to embed our social justice goals in all that you do.

Your experience and knowledge will include successful fundraising within the cultural sector, and knowledge of and networks within the performing arts. You do not need to have held an equivalent head of department or director role already but should have some understanding of how to strategically position fundraising within the bigger picture of an organisation. Your understanding of Headlong's work and values, your capacity to learn and try new things, and your ability to work with our joint CEOs to deliver a strategy are the most important things we'll be considering.

Most importantly you will be someone who is passionate and ambitious about the role of theatre as a catalyst for change and a means of asking questions and pushing audiences and artists to think differently about the world we live in.

Person Specification

- Clear fundraising skills including demonstrable experience of growing income;
- Excellent communication skills with a wide range of people, including the ability to communicate a vision and build trust;
- Strong writing skills with the ability to craft a persuasive narrative;
- Confidence in planning and project management with demonstrable experience of working to clear deadlines and managing complex priorities;
- An understanding of financial procedures such as working with budgets, monitoring income targets and forecasting;
- Detailed knowledge of the current fundraising environment and the challenges facing those raising funds within arts and culture;
- Partnership experience across a range of individuals, organisations, and stakeholders;
- An understanding of Arts Council England's Let's Create strategy and how Headlong's work aligns with it as part of the National Portfolio (experience of applying to and managing funding relationships with ACE not required);
- A commitment to access and inclusion within the arts through your work by demonstrable and practical means.

Justice

At Headlong it's our firm belief that making great art is inextricably linked with the pursuit of justice. All of our work is underpinned by our Justice Plans and we are working to achieve a series of equality, diversity, and inclusion goals through all that we do. We will take positive action around this by guaranteeing an interview to any applicant who self-identifies as Deaf, disabled, and/or is from the Global Majority, and meets the minimum requirements for the role. If you self-identify as having this background and experience, please state this in your supporting statement as outlined below.

[Find out more here.](#)

Terms and Conditions

Line Manager	Executive Director
Contract	Permanent
Working hours	5 days per week (we are open to a conversation during the interview process about fewer working days for this role). Standard working hours are 10am – 6pm Monday to Friday but we are open to conversations around flexible hours during the interview process. Occasional evening and weekend work will be required, and we operate a TOIL (time off in lieu) system for this.
Location	At present the team work 2 days a week (usually Tuesdays and Thursdays) from our office in London, 1 day a week (usually Monday) in Oxford, and 2 days a week (usually Wednesday and Friday) at home. We are open to a conversation with interested candidates during the interview process about other ways of balancing office/home working. Our work tours all over the UK and this role will involve some travel to take advantage of cultivation and stewardship opportunities around our shows and projects across the UK.
Benefits	5% pension contribution, Employee Assistance Programme; Wellbeing Allowance; Theatre Ticket Allowance; Season Ticket Loan; Cycle to Work scheme; training and development opportunities.
Salary	Circa £50,000 per annum (full time)
Annual leave	25 days per annum plus bank holidays



The House Party at Leeds Playhouse. Photo by Ikin Yum.

Environmental Responsibility

We aim to be an environmentally responsible organisation and ask that our team works to support this goal. In doing so we are seeking to promote efficient and sustainable practices which reduce our carbon footprint. This is outlined in our commitment to the Theatre Green Book, which we use in both our Productions and our Operations.

Equal Opportunities

Headlong is an equal opportunities employer and we strive to create an inclusive environment. We welcome applications from all backgrounds and experiences. We guarantee first round interviews to candidates who identify as Deaf, disabled and/ or are from the Global Majority and meet the minimum criteria outlined in the person specification. We will support and provide access requirements.

How To Apply

To apply for Development Director at Headlong, please:

- send a supporting statement outlining why you want to work for Headlong and how you meet the person specification, and your CV to jobs@headlong.co.uk using the heading "Development Director"
- Fill in our anonymised Equal Opportunities Monitoring form which can be completed online [here](#)

If you would like an informal conversation about this role, please email jobs@headlong.co.uk. We will put you in touch with the relevant person to answer your questions. These conversations will not influence our selection process.

Closing date for applications **Tuesday 27 May at midday.**

Interviews

First round interviews will take place online on **Wednesday 4 June** with our Executive Director Lisa Maguire, our Producer Zoë Robinson and our Finance Director Keerthi Kollimada.

The second interview will take place on **Thursday 12 June** in person in our London office. This will involve a short task, and will be with Lisa Maguire (Executive Director), Holly Race Roughan (Artistic Director) and Claire Heaney (Trustee).

If you require any of this information in an alternative format, please email jobs@headlong.co.uk or call us on 0207 633 2090.

