



National
Theatre

Job Pack

Prospect Research & Donor Insight Manager
Development

About the National Theatre



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We share unforgettable stories with millions of audience members across the UK and around the world – on our own stages, on tour, in schools, on cinema screens and streaming at home.

World-leading artists make their best work at the NT with the widest possible audience and impact.

We invest in talent and innovation on stage and off. We take seriously our role as the nation's theatre. Of the new productions we develop each year with a wide range of theatre companies, a third of that R&D resource is dedicated to shows staged at theatres outside London.

Through touring our work to local theatres and schools and nationwide education and community programmes, we are active in 71 of the 109 levelling up priority areas in the UK.

A registered charity with deeply-embedded social purpose, the NT works with hundreds of schools and communities across the UK to spark imagination and inspire creativity, and to develop skills and pathways for careers in theatre.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people and the wider world.



About the National Theatre

The values that guide us.

Make a positive impact, striving to make the world a better place through theatre.

Bring your passion, applying energy and expertise to achieve the highest standards.

Collaborate to create, bringing ideas to life through teamwork and forging connection.

Empower each other, working to build and uphold an inclusive and equitable culture.

Act with confidence, with the courage to make clear, intentional decisions that support our shared vision.



The Development Department is the fundraising function of the National Theatre. Its aim is to raise essential funds from individuals, corporations and charitable trusts and foundations to enable the theatre to carry out its mission and plan for future years.

The Development Department consists of around 35 members of staff split across five teams: Corporate Development, Trusts & Foundations, Major Gifts, Individual Giving and Development Operations. The Department also works with a Development Board of senior external fundraising volunteers, chaired by Elizabeth Pryce.

The Major Gift and Individual Giving teams work particularly closely together to raise money from individuals with a passion for the work of the National Theatre on stage and with young people, communities, audiences and theatre-makers. Meanwhile, the Trusts & Foundations team seek funding from charitable trusts, livery companies and other institutional funders. The Corporate Development team work to encourage sponsorship from businesses. The Development Operations team help maximise all fundraised income through the efficient delivery of events, prospect research, stewardship, compliance, reporting and office management.

We also work closely with the American Associates of the National Theatre (AANT), a US charity based in New York. Since 2005, the AANT has granted well over \$20m to support the work of the National Theatre in the UK and the US.

Job Description

Prospect Research & Donor Insight Manager

Hours:	35 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.
Contract Type:	Permanent
Salary:	£35,000 per annum
Responsible to:	Senior Prospect Research & Donor Insight Manager
Responsible for:	Development Operations Assistant



Purpose of the Role

This role is an exciting opportunity to help shape the future of fundraising at the National Theatre, as we look to grow our income from individual members, major donors, trusts and corporate organisations.

Working with the Senior Prospect Research & Donor Insight Manager, you will develop a strong fundraising pipeline that will ensure the team can reach their long-term targets.

Your natural curiosity will lead you to identify new opportunities using a variety of online sources in combination with the NT's database, Tessitura, and you will be able to articulate your recommendations to fundraisers in a concise and compelling way. With excellent attention to detail, this role also undertakes due diligence research into potential funders to assess any risks to the NT of accepting funds. This role also manages the Development Operations Assistant, who leads the day-to-day administration of the Development database.

The role has scope to offer insights across the whole Development team and NT senior management, and would suit a strong collaborator with enthusiasm for the work of the NT.



Duties and Responsibilities

Research

- Carry out research using a variety of sources to identify potential supporters of the NT's work.
- Build profiles of potential supporters, including their capacity and motivation to give, and advise fundraisers on appropriate approaches in alignment with funding priorities.
- Undertake regular media monitoring using alerts and subscription resources to identify funding opportunities.
- Accurately record research on the NT's database in a responsible and ethical manner.
- In collaboration with the Senior Prospect Research & Donor Insight Manager, undertake research projects as required by the Individual Giving, Major Gifts, Corporate and Trusts & Foundations teams.
- Collate guest biographies for Development events, including fundraising galas and cultivation events.
- Undertake due diligence research in accordance with the NT's gift acceptance policy.
- Work to standard formats or develop new formats as required for the presentation of information.
- With the Senior Prospect Research & Donor Insight Manager, work with fundraisers to prepare donor briefings, reports and encourage effective moves management.
- Ensure activities are compliant with the Fundraising Code of Practice and GDPR.

Data Management

- Undertake data screenings of the NT's database, analysing engagement as an indication of a potential supporter's affinity to the organisation.
- Support the tracking of the Development team's pipeline and use initiative to identify possible improvements.
- Prepare reports on the fundraising pipeline and portfolios of donors as required by the Senior Research and Insight Manager and fundraisers.
- Audit data entered into the database to ensure compliance and best data management practice.

Team Management, Administration & General Duties

- Line manage the Development Operations Assistant, setting clear priorities and objectives, and managing performance.
- Work closely with the American Associates of the National Theatre (based in New York and LA) to deliver research and insights on US philanthropists, companies and trusts.
- Stay abreast of legislation, trends in philanthropy, industry standards and best practice and regularly update your ways of working.
- Attend meetings with fundraisers and staff members across the NT as required to identify research needs, opportunities and present findings.
- Assist at and attend events run by the Development Department as required.

Responsibilities for all staff

- Support the NT's communications objectives by sharing information with your manager, team and colleagues as appropriate, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties effectively.
- Participate actively in regular meetings, contributing to strategy, discussions and decisions.
- Comply with the National Theatre's Health and Safety and Equal Opportunities policies.
- Take personal responsibility for keeping up to date with the work of the National Theatre.
- A commitment to high standards of service delivery and customer care.
- Willingness to work flexibly in approach to work and/or work time requirements.
- Undertake training deemed necessary by your line manager.
- Any other duties as reasonably required.

Person Specification

Essential experience

- Experience of managing prospect research projects and supporting prospect pipeline management in a fundraising environment.
- Proven ability to gather and interpret information for relevance from a variety of sources.
- Evidence of the ability to present information in a clear and concise manner, both written and orally.
- An appreciation for donor motivations and ability to make thoughtful connections with projects.
- Experience of Tessitura or other customer relations management systems.
- A high level of IT literacy, with an up-to-date knowledge of Microsoft Office.
- Working knowledge of Data Protection legislation.

Essential skills

- Excellent attention to detail, and meticulous when recording information.
- Goal oriented, highly motivated and proactive.
- Able to manage own time.
- A commitment to the National Theatre's vision and mission.
- Strong team player.
- Experience of handling sensitive information confidentially and with discretion.

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: Friday 31st May 2024 at 12 noon

Further queries: email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants, and bookshop, as well as in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Access to interest-free season ticket loan and cycle scheme partnership
- Pension schemes with Legal & General and NEST
- 33 days annual leave increasing up to 40 with length of service (including bank holidays)
- Sabbatical option, subject to agreement and policy
- Generous sick pay
- Family-friendly employer with supporting policies
- Hybrid and flexible working, subject to agreement and policy
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role
- On-site Occupational Health and Wellbeing support
- Free-to-access Employee Assistance Programme, enabling counselling and mental wellbeing support, financial and legal advice, and advice on caring responsibilities
- On-site staff canteen and bar

Staff networks and communities:

The National Theatre has five Staff Networks:

[Disability Network](#)

[LGBTQ+ Network](#)

[Amplified: Network](#) for the Global Majority

[Women's Network](#)

[Parents and Carer's Network](#)

The networks are run voluntarily by our staff.

The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. As users of the disability confident scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you would like to speak to someone about any adjustments or concerns you can email recruitment@nationaltheatre.org.uk and we will be in touch with you to make the necessary arrangements.

People Department 2024



