

## Job Summary

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### DEVELOPMENT DIRECTOR

**Responsible to:** Artistic Director and Executive Director

**Responsible for:** [Development team](#)

**Salary:** circa £45,000 depending on experience

**Contract:** Permanent, Full Time

**Benefits include:** Contributory Pension Scheme;  
Season Ticket Loan Scheme;  
Training and development opportunities.

**Hours:** Office hours are 10am to 6pm Monday to Friday, however we would be open to discussing flexible working if appropriate. Evening work and occasional weekend work will be required. No overtime is offered. The Young Vic's TOIL policy is under review.

**Holiday:** 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.

**Probation Period:** 6 months

**Notice Period:** 3 months (1 month during probation).

# Young Vic

## **Context:**

We're looking for an accomplished fundraiser to lead our team and build on fundraising successes this year. The successful candidate will be joining us at a critical time for the Young Vic in a post-Covid context.

## **Purpose:**

- To work closely with the Artistic Director, Executive Director, Board and Development Board to develop new prospects and strategic fundraising opportunities
- To manage the overarching fundraising strategy; to lead the implementation of this within agreed budgets; and achieve our annual fundraising target (c.£1.2m across individuals, trusts and foundations and corporates)
- To develop and lead on all fundraising ideas, initiatives and applications to enable the Young Vic's programme of work (including Taking Part and the Director's Program)
- To lead the Development team, and be an active member of the theatre's Senior Management Team.

## Job Description

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### Strategic Planning

- To review and update the Young Vic's overarching fundraising strategy, and to lead the implementation of this strategy within agreed budgets and to achieve the theatre's annual fundraising target.
- To develop prioritised plans and targets for fundraising from specific target groups, including public funding bodies, trusts and foundations, individuals and corporate partners and lower-level donors.
- With the team, plan, deliver and oversee a regular schedule of Donor events and communications on a timely basis to build prospect and donor engagement.
- Develop a strong understanding of the values and purpose of the Young Vic's work, and income needs. In particular to the programmes of work delivered by the Taking Part and Director's Program.
- As a member of the Young Vic's Senior Management Team, to participate in organisational and strategic planning, ensuring that funding opportunities are considered in the developing new programmes and improving existing activity strands.

# Young Vic

## Fundraising

- To instigate and build donor relations across all giving strata and at all levels.
- To build close relationships with key public funders including: Arts Council England, Lambeth and Southwark Councils and other institutions / public bodies.
- To maintain strong and trusting relationships with existing supporters and to identify, cultivate and pursue new prospective relationships across Individual Giving, Corporate Giving and Trusts and Foundations, and to generate new offers.
- To oversee the shaping and writing of considered approaches and accompanying budgets to all relevant Trusts and Foundations, public bodies, Corporates and Major Donors, gaining input from Taking Part and Director's Program teams and wider staff members – creating bids which are in line with Young Vic's ethos as well as appealing to funders' priorities and interests.
- To collaborate with the Executive Director to support Arts Council England project applications and / or National Portfolio Organisation funding bids.
- To collaborate with the Executive Director, Director of Administration and IT and Finance Director to meet

# Young Vic

key Arts Council deadlines, and support funding requirements including engagement in business planning and other funding submissions.

- With the team, to develop new Individual Giving initiatives and ensure successful implementation.
- To steward, engage, and thank high level, major donors, ensuring a high level of bespoke engagement, and maximising renewals and retention.
- To oversee all donor communications across all areas including print and publicity materials.
- To oversee all donor fulfilment requirements including communications, events and tickets, ensuring a high level of supporter care at all giving levels.
- To work with other departments to ensure effective impact measurement is taking place in a way that supports fundraising and the case for support.
- To oversee the preparation and timely submission of all reports and updates for funded projects.

## **Development Board**

- To work closely and develop excellent relationships with the Development Board and especially the Co-Chairs of the Development Board.
- To enable Development Board members to effectively contribute to fundraising goals by generating ideas,

# Young Vic

connecting the theatre with new prospects and keeping members informed.

- To ensure the Development Board are appropriately and responsively supported to advocate on behalf of the Young Vic, providing bespoke materials, arranging and attending meetings and events and other responsibilities as required.

## **Young Vic Board**

- To provide reports to the Full and Executive Board, inclusive of forecast funding estimates, attending any meetings if required.
- To involve the Young Vic Board and other senior volunteers and stakeholders in fundraising as required.

## **Finance**

- Ensure gifts of all levels and donor interactions are recorded on Tessitura, tracking restricted and designated gifts.
- Oversee department compliance with Gift Aid, HMRC, GDPR and VAT regulations.
- Reconcile income on a monthly basis in collaboration with the Finance Director/ finance team.
- Manage the Development department annual budget.

# Young Vic

## **External Relations**

- To act as an ambassador and advocate for the Young Vic across relevant local, regional and national networks, extending and deepening understanding of the theatre's fundraising profile, programme and activities.
- To identify and engage with future philanthropic trends and to maintain a strong overview of the current fundraising landscape.

## **Staff Management**

- To lead and manage the team effectively ensuring individual targets are set and met.
- Represent the department as part of the Senior Management Team.
- Ensure the integration of the team within the theatre and build support for and understanding of fundraising across departments.

## **General**

- To be present at all Young Vic Press Nights, Development Events and other special events as required.

# Young Vic

- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- Carry out any other duties that may arise to fulfil the main objectives of the post and the aims of the Young Vic.



## Person Specification

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### Essential

- Proven track record in fundraising at a senior level from trusts and foundations, corporates, individual donors or a combination of these strands.
- Proven ability to develop and manage senior and non-executive level relationships with funders.
- Experience of working closely with senior advocates to identify, cultivate and solicit prospects.
- Experience delivering against set targets and securing major multi-year commitments of at least six figures.
- Experience of planning and preparing meaningful funding approaches of at least six figures.
- Experience of leading on or contributing to organisations' overall fundraising strategies.
- Experience of delivering high quality donor events.
- Excellent interpersonal and communication skills and the ability to communicate, negotiate and develop relationships with ease at all levels.
- Excellent copywriting skills and the ability to tailor communications.
- Experience of working collaboratively across teams.
- Experience of financial monitoring and reporting of gifts.

# Young Vic

- Ability to create, manage, and monitor budgets, timelines, and strategic plans.
- Ability to work on own initiative.
- Ability to generate ideas and creatively solve problems.
- Ability to influence, inspire, and persuade people in written and oral form.
- Commitment and flexibility to carry out varied responsibilities within a small team and motivate others.
- Positive attitude and desire to embrace the ethos and programme of the Young Vic.

## **Desirable**

- Management experience and supporting others to develop their fundraising skills.
- Leadership experience in the charitable or commercial sector.
- Experience of fundraising for education and outreach programmes, or talent development programmes in the arts or wider charitable sector.
- Experience of managing Arts Council England regular funding bids and applications.

# Young Vic

- A passion for arts with a social purpose and commitment to opening up access and ensuring diversity across the sector.
- Good knowledge of the General Data Protection Regulation (GDPR) and its impact on fundraising communications.
- Knowledge of Tessitura.