

# Development Manager



The Development Manager will work with the Executive and Artistic Directors to secure fundraised income for Camden People's Theatre (CPT), diversifying our income streams and enabling us to deliver against our core mission of supporting early-career artists, making adventurous and unconventional theatre. This is a new post at CPT and the Development Manager will help to shape our new income-generation strategy, building awareness of fundraising throughout the organisation as a member of the senior team.

**Responsible to:** Executive Director  
**Key Relationships:** General Manager, Marketing Manager,  
Community Engagement Manager

## Job description

- With the Executive Director, devise and deliver CPT's fundraising plans to meet annual income targets.
- Research, identify and write bids and pitches to trusts & foundations to support CPT's core and artistic activity.
- Proactively seek new opportunities for increasing revenue and diversifying income streams including individual giving, CSR volunteering and brand partnerships.
- Responsible for CPT's ethical fundraising policy.
- Manage CPT's membership scheme and individual giving stream, increasing engagement working with the Marketing Manager and Front of House team to better employ Spektrix and DotMailer.
- Plan and attend fundraising events and stewardship plans to cultivate, celebrate and steward donors, stakeholders and prospects.
- Establish and manage appropriate systems to monitor, evaluate and report on projects funded by trusts and foundations, supported by the General Manager, Marketing Manager and Community Engagement Manager.
- Oversee the creation of an Annual Review with the Marketing Manager
- Act as a member of the Senior Team, contributing to business planning and helping to shape strategy for the organisation.
- Attend regular performances as agreed across the core team.

*This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required. All CPT staff are expected to work collaboratively to undertake any other reasonable tasks for the benefit of the company.*

### **Essential skills, qualities and experience**

- An understanding and appreciation of CPT's work
- Experience of and enthusiasm for theatre and the arts
- Proven ability of securing grants of £25,000 and above
- High-level interpersonal and written communications skills with the ability to influence, inspire and persuade
- Excellent numeracy
- Excellent planning and organisational skills with attention to detail
- The ability to self-motivate and prioritise with strict deadlines
- A proactive attitude to promoting diversity and inclusion across the sector
- A flexible approach and the ability to adapt to changing circumstances

### **Desirable skills and experience**

- Experience of managing membership schemes
- Experience with Arts Council applications and reporting
- Understanding of corporate giving and CSR
- Experience with Spektrix

### **The Offer:**

**This is a 1 year fixed term contract.**

**Salary Band:** £33,000 – £36,000/year pro rata (dependent on experience)

**Hours:** 2 days/week (0.4)

Regular hours at CPT are 10am-6pm, with most team members working onsite on Mondays to enable regular team communication. CPT supports flexible working and the hours for this post will be agreed with the candidate at contract stage.

Evening and weekend work will sometimes be required.  
CPT operates a Time Off In Lieu (TOIL) system

**Location:** Camden People's Theatre, 58-60 Hampstead Road, London, NW1 2PY.

**Annual Leave:** 25 days/year pro rata excluding public holidays