



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 by building our corporate partnerships and individual giving initiatives to enable us to deliver against our core mission of supporting early-career artists, making adventurous and unconventional theatre. Over the last 12 months, CPT has developed a unique corporate workshop offer that builds on our collaborative theatre making practice to support better workplace communication. We're also launching a mid-level donor programme for the first time, and expect these initiatives to become significant contributors to our income. We expect the focus of the job to be approximately 50% corporate partnerships, 25% individuals and 25% Trusts & Foundations.

We welcome and encourage applications from individuals without formal education; and/or from a socio-economic background under-represented in the arts; and/or who identify as:

- **D/deaf and/or disabled**
- **Neurodiverse**
- **Global majority* and/or migrant**
- **LGBTQ+**

*This includes people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage

We are particularly keen to hear from Black and Global Majority people, and candidates who self-identify as disabled.

All candidates who identify as disabled who demonstrate that they meet the essential criteria will be invited for interview. If you feel this applies to you, please include the following sentence in your cover letter: I would like my application to be considered under CPT's Diversity & Inclusion policy.

CPT can cover some access support costs to submit an application where required. Please contact jobs@cptheatre.co.uk with a quotation from your access support worker.

How to Apply

This document contains the job description and person specification for the role of Development Manager at Camden People's Theatre. Please review these carefully and your completed application form along with your Equal Opportunities monitoring form to jobs@cptheatre.co.uk by Tuesday 4 June

We can also accept video applications, please send your video via Google Drive link or a Dropbox link to jobs@cptheatre.co.uk



If you would like to submit your application in any other format please email jobs@cpttheatre.co.uk to discuss this further.

Deadline for applications: 12pm on Tuesday 4th June

Interviews will take place: Monday 17th June

Responsible to: Executive Director
Key Relationships: General Manager, Marketing Manager

Job description

- To work with the Executive Director to build and support a new business strategy by proactively and creatively seeking new corporate supporters to increase membership and partnership revenue.
- To support new business generation, building meaningful relationships with corporate partners for the delivery of CPT's corporate offer
- Develop and steward CPT's mid-level donor scheme, building excellent relationships with existing donors and proactively identifying and securing new supporters
- Build relevant proposals and decks for prospective supporters and partners
- 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.
- Support the research, identification and writing of bids and pitches to trusts & foundations to support CPT's core and artistic activity.
- Responsible for CPT's ethical fundraising policy.
- Support and attend fundraising events and stewardship plans to cultivate, celebrate and steward donors, stakeholders and prospects.
- 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

- Demonstrable experience of direct fundraising or sales, whether for arts, educational or third sector organisations, with a focus on new business
- An understanding and appreciation of CPT's work
- Strong relationship management skills
- Experience of managing mid-level donor schemes
- Past success in meeting financial and fundraising targets
- High-level interpersonal and written communications skills with the ability to influence, inspire and persuade



- A creative approach, able to think laterally and entrepreneurially
- Excellent planning and organisational skills with attention to detail
- The ability to self-motivate and prioritise quickly with strict deadlines
- A proactive attitude to promoting diversity and inclusion across the sector

Desirable skills and experience

- Experience in working with corporates to create projects designed to reach the client's specific business goals
- Experience of managing membership schemes
- Experience of working at management level in a part-time position
- An awareness of the wider arts and charity fundraising landscape
- Experience with Spektrix and dotdigital

The Offer:

This is a 1 year fixed term contract.

Salary Band: £31,000 – £34,000/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