

DEVELOPMENT OFFICER (Trust and Corporate)

The Bush Theatre www.bushtheatre.co.uk is looking for an enthusiastic and organised Development Officer to join an ambitious Development team at a transformational moment for the Bush.

Following a reorganisation of the department we have created a new post of Development Officer to work closely with the team to support growth and the achievement of the Bush's new vision and programme.

How to apply

This pack contains the job description, person specification for the position of Development Officer at the Bush Theatre.

To apply for the post please provide a completed application form and equal opportunities monitoring form.

Email your application and equal opportunities form to:

Sara Lukic - jobs@bushtheatre.co.uk

Please state *Development Officer* in the subject line.

Alternatively you may post your application and equal opportunities form to:

Sara Lukic
Bush Theatre
7 Uxbridge Road
Shepherds Bush
London
W12 8LJ

Deadline for applications is **10:00am** on **20 February 2019**

Interviews will take place on 26 February (first) and 1 March (second).

The ideal start date (or handover week) is the week commencing 1 April 2019.

If you require any alternative arrangements to be made in order to apply for the role, please contact Sara Lukic on saralukic@bushtheatre.co.uk or 020 8743 3584.

We actively encourage people with different backgrounds and skills to join us and positively impact our teams and working practice. We are particularly keen to receive applications from people of colour and disabled people. All disabled candidates who meet the minimum criteria will be invited to interview.

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

DEVELOPMENT Officer (Trust and Corporate) Job Description

Responsible to: Head of Development

Background

**“One of the most experienced prospectors of raw talent in Europe.”
– The Independent**

The Bush Theatre is a world-famous home for new plays and an internationally renowned champion of playwrights.

After nearly 40 years in residence over a pub on Shepherd's Bush Green, the Bush Theatre moved into the Old Library in Shepherd's Bush in October 2011. Since then, the theatre has enjoyed a significant period of growth that has not only augmented its reputation as a 'powerhouse of new writing' but has also cemented the organisation as a cultural landmark at the heart of Shepherd's Bush.

In 2017, we concluded a £4.3m redevelopment project to complete the transformation of the old library, making the theatre more accessible and sustainable, allowing us to produce more work, reach out to more people, and support more artists. The building now comprises of a flexible 190-seat theatre, a second performance space, a rehearsal studio, a Café Bar, a newly developed terrace garden and a playtext library. The restored venue also gives us further capability to hire out our spaces – for rehearsals, conferences, meetings, parties, comedy gigs and weddings.

With a fully renovated venue, the Bush has created a platform for our future: promoting the highest quality of new writing, developing the next generation of creative talent, leading on innovative community engagement work and championing diversity. We're proud to be a sector leader in this area.

In 2018 the Bush productions *Nassim* by Nassim Soleimanpoor toured internationally and *Misty* by Arinze Kene had a successful run in the West End. Our Talent Development programme reached over 400 artists and our community work engaged with more than 2000 local people. For its outstanding work in 2018, the Bush won the Stage Awards 'London Theatre of the Year' Award.

Development Department

The Development Department supports this ambitious programme by raising £500,000+ a year. This represents a 40% increase with the period preceding the capital redevelopment. In order to sustain this important activity, the Development team, composed of a Head of Development, Development Officer (Trust and Corporate) and Development Assistant work strategically to enhance each source of revenue – individuals, trusts and foundations, corporates.

It is a historical moment for the Bush and a unique opportunity to grow the fundraising activity and support our new ambitions.

Purpose of the role

The Development Officer (Trust & Corporate) is responsible for implementing the fundraising strategy across trusts and foundations, companies and special events as agreed with the Head of Development. In this result-focused environment, an important part of the role will be to support the Head of Development with high-level relationships within trusts and companies and actively contribute to the Development Department's overall success by helping to build lasting relationships, with the potential to personally bring low to mid-level donations.

Main Duties and Responsibilities

Trusts and Foundations

- To research and identify funding opportunities and lead on the creation of an annual submission timetable for trust and foundation applications.
- Participate in devising the trust strategy and implement the trust strategy and application-reporting timeline in conjunction with the Head of Development
- Prepare, write and present proposals and reports to a range of low-level to mid-level grant making trusts, liaising with teams internally to keep information up to date,
- Beyond the application-reporting schedule, create a solid communication plan to increase interactions with foundations throughout the year
- To work in collaboration with the Head of Development, Executive Director and other Bush Team members on the development and drafting of larger scale approaches to Trust Funders.
- Take part in devising and implementing individually tailored solicitation plans for the largest trust prospects and donors, creating specific philanthropic journeys to secure new and repeated major donations, and support the Head of Development in managing high-level donors
- Create proposal templates for all key projects
- To regularly report to Head of Development on progress with applications and to feed into overall planning and monitor progress against funding targets.
- Support the Development Assistant in writing applications to low-level giving foundations
- To keep up to date on funder trends and future opportunities including changes in funding priorities, and ensure the Head of Development is aware of these opportunities.

Corporate Giving

- Work closely with the Head of Development to devise the corporate strategy, to prepare corporate presentations, proposals, reports and contracts, and meet key contacts as required
- Secure sponsorship from corporate in collaboration with the Head of Development
- Lead on identifying new corporate prospects

Events & Planning

- Support the Development Assistant to manage the Bush Theatre's regular Supporter's events
- Create and deliver within budget an annual programme of special events for high-level supporters designed to maximise supporter retention
- Organise the Bush's high level fundraising events such as the Annual Lone Star Dinner and the Annual Fundraising Quiz

Administration

- To support the Development and Executive teams by preparing briefing notes and research profiles to inform fundraising strategy

- To maintain data relating to trust and foundation prospects, ensuring all information is accurate and up to date and adheres to data protection guidelines
- To manage administration of trust and foundation applications and reporting, including accurately maintaining paper and electronic records and ensuring timely collections of funding installments
- To keep up to date with development in fundraising and giving
- To ensure trust and foundation funders list is kept up to date on the Bush Theatre website, in playtexts and front of house
- To maintain Spektrix, as well as keeping efficient paper files and audit trails where appropriate
- To support the team as required, taking phone calls, drafting correspondence, overseeing mailing, arranging meetings and representing the Bush Theatre in a professional and personable manner

Other Duties

- Attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required
- Attend regular Company meetings and programming meetings
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, Bush Theatre policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health & Safety
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of The Bush Theatre
- To act always in the best interest of The Bush Theatre
- Any other duties as reasonably required

Person Specification

Essential Criteria

- Experience of fundraising for the arts/young people, especially in trusts and corporate giving
- Experience of creating and delivering cultivation or fundraising events
- Excellent communication skills – written and verbal
- Strong relationship building skills
- Strong strategic and organisational skills

Other Essential Criteria

- An adaptable team player who is comfortable working as part of a busy team, but also able to work independently
- Confident and well presented with a professional telephone manner
- Efficiency, accuracy and attention to detail
- Ability to work effectively under pressure and to meet challenging targets
- Ability to handle sensitive material confidentially
- Experience in managing budgets

Desirable

- A knowledge of the performing arts
- Experience of a database such as Spektrix, Tessitura or Raisers Edge
- Experience of managing senior fundraising volunteers
- Knowledge of Data Protection legislation

Terms and Conditions

Hours:	40 Hours per week across at least five days
Salary:	£23,000-£25,000 per annum depending on experience
Holidays:	22 days per annum plus Bank Holidays
Probation:	Three months
Notice period:	Three months
Contract type:	Permanent