

Development Officer Job Pack

The Bush Theatre is looking for a motivated and personable fundraiser to join our busy Development team. We would like to see candidates with experience in any fundraising income stream, from any part of the third sector.

The Development Officer will play a vital role in enabling the Development team to reach our ambitious fundraising target, with scope to work across Individual Giving, Trusts and Foundation, Corporate and Events. This role has a particular focus on the relationship management of our Star Supporters; including leading on their comms and events. This role offers the opportunity to collaborate with the Head of Development on strategy, our Marketing department on campaigns, and our Literary and Community departments to measure and champion impact.

The ideal candidate will have:

- Experience and knowledge of membership and/or supporter engagement activity and campaigns.
- Experience of event management including planning and delivery.
- Strong communication skills.

Please note that this position requires working on site including evenings and weekends.

How to Apply

We want you to have the opportunity to tell us about yourself and explain why you are right for this position, therefore we ask you to send a CV and a supporting statement in whatever format feels right to you - written (max 500 words), video or sound file (max 5 minutes) or presentation (e.g. keynote or powerpoint). All applications should address the following questions:

- Considering the essential and desirable criteria for this role, tell us about your experience, skills and knowledge - including demonstrative examples and achievements
- Tell us why this specific position in this company interests you
- Tell us what you would bring to this role and the Bush Theatre

All applications will be judged on content not on format. We use a transparent scoring system to review every application. We've mapped out the **Essential Criteria** and score each one on a scale of 0–4. This helps us eliminate unconscious bias and focus on what really matters: your technical competencies, core soft skills, and alignment with our company values.

Upload your information and supporting documents to our recruitment portal [Breathe HR](#). Please don't forget to include your CV.

Finally, please complete our [Equal Opportunities Monitoring form](#). This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you need this information in a different format, contact our People and Culture Manager, Dorothy Ekema-Walla by emailing jobs@bushtheatre.co.uk or phone 020 8743 3584.

Deadline for applications: 23.59 on 19 April 2026

First Interview date: Friday 1 May 2026

Second Interview date: Friday 8 May 2026

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road, London, W12 8LJ. The nearest tube stations are Shepherd's Bush Market on the Hammersmith and City Line and Shepherd's Bush on the Central Line.

Diversity and Inclusion

Our diverse team and their range of experiences are vital to the Bush's success, but we have ongoing work to do to make sure the team always fully represents the communities we work and engage with.

If you are excited about this role and the work we do we want to hear from you even if you don't meet every criteria of the job specification. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet all of the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme' anywhere in your application.' More information about the definition of disability can be found on the [Government website](#).

Offer condition

All offers will be subject to a minimum of two satisfactory references, proof of identity, right to work in the UK.

Data Policy

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 up to 6 months, after which the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Background

Opened in 1972, the Bush Theatre is internationally renowned as ‘the place to go for ground-breaking work as diverse as its audiences’ (Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre is committed to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions Red Pitch by Tyrell Williams and Shifters by Benedict Lombe which both transferred to the West End and Invisible by Nikhil Parmar which transferred to Off-Broadway. Richard Gadd’s Baby Reindeer, Igor Memic’s Old Bridge, Waleed Akhtar’s The P Word, and Sleepova by Matilda Feyişayō Ibini won the Olivier Award for ‘Outstanding Achievement in an Affiliate Theatre’ in 2021, 2022, 2023 and 2024 respectively.

The Bush Theatre’s talent development programmes discover and develop the very best of the UK’s leading artists. The Bush team believes the theatre has a responsibility to programme and generate opportunities for new and established makers and, with long-term residencies, add to the sustainability of their careers.

The Bush continues to create a space where all communities can be part of its future and call the theatre home.

[Meet the Bush team](#)

Development Officer Job Description

Responsible to: Head of Development

Purpose of role:

We're a launchpad for stories, a stage for underrepresented voices, an incubator for talent, a sanctuary for writers, and a creative home for the community. We're a driving force evolving the British theatre canon, one new play at a time. We raise over half a million pounds each year to fund our work in developing artists, engaging young people, diversifying the arts, building community and championing unheard voices.

The Development Officer plays an integral part in this work, supporting our efforts to raise funds through trusts and foundations, individual giving, and corporate sponsorship.

Main Duties and Responsibilities:

Individual Giving

- Contribute to the evolution and implementation of our Individual Giving strategy, working closely with the Head of Development.
- Play an active role in conceptualising, launching and managing individual and ongoing fundraising campaigns.
- Collaborate on the planning and delivery of events for Star Supporters including liaison with internal departments, freelance artists and catering.
Contribute to the evolution and implementation of the comms calendar for Star Supporters, including producing first drafts, and actioning edits, with conceptual and copy support from Head of Development. Maintain accurate record keeping systems around comms planned and sent, and assist administratively with maintaining accurate supporter lists and with GDPR compliant mail merge activity.
- Collaborate with the Head of Development to create persuasive print and digital assets for acquisition, stewardship and retention.
- Collaborate with Marketing to conceptualise and run public facing fundraising campaigns across digital and print e.g. Bush Friend push.
- Collaborate with the Head of Development and then act as main liaison with Marketing to evolve and run digital prospecting campaigns, including drafting copy and creating visual assets.
- Manage the maintenance of our database of donors and prospects, ensuring all information is accurate and GDPR compliant.
- Support the administration of individual giving and memberships, including accurately maintaining records and facilitating renewals.
- Hold the renewals process for Rising Stars and Bush Friends autonomously.
- Provide stewardship for donors at most levels, both through written assets and communications and in person.
- Pro-actively lead cultivation of new Star Supporters from elsewhere in the pipeline, including identifying prospects, strategising approach and collaborating with Head of Development and other team members on acquisition.

- Book tickets for Star Supporters and prospects, and track all supporter benefits.
- Collaborate on the development of Legacy giving at the Bush.

Events & Planning

- Assist in the execution of Major Donor dinners, including logistics and practical setup and liaison with catering, internal departments and freelancers.
- Collaborate on the conceptualisation, planning and delivery of an annual Bush Friends Night with Marketing.
- Collaborate with the Development team to plan and deliver an annual high-level fundraising dinner.
- Contribute to events evaluation qualitatively and quantitatively including ROI calculations.
- Maintain detailed income and expenditure records for events where appropriate.

Trusts & Foundations

- Draft applications for low level grants in accordance with our strategy, tone of voice, and existing content.
- Support Head of Development with the logistics and smooth running of meetings and site visits with prospective or secured T&F.
- Provide stewardship for Trustees from secured and prospective T&F at Bush events.
- Draft post-funding reports for existing supporters.
- Maintain and refine existing systems for information gathering, and collaborate with internal departments to regularly update content held. This may include liaising with freelance artists and programme participants.
- Contribute to the evolution and implementation of the comms calendar for T&F, including producing first drafts, and actioning edits, with conceptual and copy support from Head of Development. Maintain accurate record keeping systems around comms planned and sent, and assist administratively with maintaining accurate lists of current funders and with GDPR compliant mail merge activity.

Corporate

- Create pitch decks for Corporate prospects.
- Research corporate prospects as required.
- Support the Head of Development with pitch preparation and site visits.
- Collaborate with the Head of Development on the corporate comms calendar, and draft comms for corporate partners as required.

Administration

- Prepare and deliver briefing notes on prospects, and research profiles to inform fundraising strategy.
- Maintain detailed income and expenditure records for the department where required.
- Ensure funders and Star Supporters are appropriately credited on the Bush Theatre website, in playtexts and front of house.
- Hold responsibility for Gift Aid in terms of process, scheduling, accurate record keeping and GDPR compliance.
- Maintain Spektrix with up-to-date contact information, supporter details, and Gift Aid declarations.

- Support the team as required by taking phone calls, drafting correspondence, overseeing mail, arranging meetings and representing the Bush Theatre in a professional and personable manner.

General

- Attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required.
- To keep up-to-date with fundraising and news in the theatre sector.
- Attend regular Company meetings.
- Actively develop and implement green policies and practices for the department.
- Adhere to, and actively contribute to all 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 Skills and Knowledge:

- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise, meet deadlines and achieve ambitious targets.
- Proven excellent communication skills, both written and verbal, such as funding applications, evaluation reports, individual donor communication and internal reporting.
- Accuracy and attention to detail across both administrative and creative tasks.
- An understanding of equal opportunity and cultural diversity issues in the delivery of our service.

Essential Attributes:

- An affinity for the mission, vision and work of the Bush Theatre and a passion to help achieve the theatre's success
- A positive attitude with a high level of self-motivation and the ability to work using your own initiative to problem solve and develop new skills
- A demonstrable commitment to creating an inclusive and welcoming work environment with a positive, flexible and enthusiastic attitude to collaboration, and an adaptable approach.

Required Experience:

- Experience of conceptualising, managing or helping deliver events for cultivation, stewardship or fundraising.
- Experience drafting or conceptualising communications and assets for acquisition and retention.
- Experience of fundraising in at least one strand from Individual Giving, Philanthropy, Trusts and Foundations, Corporate
- Experience maintaining administrative and reporting systems.
- Experience working in a GDPR compliant way with personal information.

Desirable Experience:

- Experience of collaborating on digital or print campaigns for prospecting or fundraising e.g. Big Give.
- Experience working with Spektrix.
- Experience managing budgets e.g. for events.
- Experience conceptualising an events calendar for stewardship.
- Experience of prospect research.
- Experience of producing reports for funders.
- Experience writing applications for Trusts and Foundation funding.

Terms and Conditions

Hours: 35 hours per week, exclusive of a one hour break., 10am to 6pm Monday to Friday, although additional hours may be necessary to fulfil the requirements of the post

Salary: £27,500 per annum pro rata

Holidays: 30 days per annum inclusive of Bank Holidays
Rising to 31 days after two years' service
Rising to 32 days after four years' service

Probation: Three months

Contract type: Permanent

Notice period: 1 month during probationary period, 3 months thereafter

Other Benefits:

- Interest-free season ticket loan (after probation) for employees
- Cycle to work scheme for employees
- Complimentary tickets to all Bush productions subject to availability
- 20% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service.