

Development Director Job Pack

The Bush Theatre is looking for a highly motivated fundraiser to lead the Development team and join our Senior Leadership Team, partnering with and deputising for the Executive Director and Co-CEO. We welcome applicants with a broad range of experience from both within and outside the arts sector, valuing appropriate transferable skills. For us, fundraising is about storytelling and genuine relationship building - we are looking for someone who can inspire both our team and our supporters.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us about your experience, skills and knowledge that mean you meet the person specification outlined in the Job Description; include demonstrative examples and achievements
- Tell us why this position interests you
- Tell us what you would bring to this role and the Bush Theatre

Application Steps

1. Read the Job Description and Person Specification.
2. Apply through our recruitment portal [Breathe HR](#). Include a CV.

You can upload video or sound files using the We Transfer service <https://wettransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

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

If you have any need for this information in a different format please contact our People and Culture Manager, Dorothy Ekema-Walla by email jobs@bushtheatre.co.uk or phone 0208743 3584.

Key Dates & Location

Deadline for applications: 23:59 Monday 19 July 2026

First Interview date: Monday 27 July 2026

Second Interview date: Friday 31 July 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

Inclusivity and Guarantees

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 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.

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 point 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: A New Chapter

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 have gone on to international tours and transfers (including Sweden, Washington, and New York), and *Invisible* by Nikhil Parmar, which transferred Off-Broadway. Richard Gadd’s *Baby Reindeer* (now a hit Netflix series), Igor Memic’s *Old Bridge*, Waleed Akhtar’s *The P Word*, and *Sleepova* by Matilda Feyişayo Ibini (which also transferred to Washington) won the Olivier Award for ‘Outstanding Achievement in an Affiliate Theatre’ in 2021, 2022, 2023, and 2024 respectively. *Not Your Superwoman* by Emma Dennis Edwards, staged in 2025, included the highly celebrated cast Golda Rosheuvel and Letitia Wright.

Why Join Us Right Now?

It is an incredibly exciting time to join the Bush Theatre. Our new leadership team has just announced Taio Lawson’s first season of productions, marking the beginning of an ambitious new creative era. Alongside this artistic evolution, we are looking ahead to a future capital project designed to ensure the long-term sustainability and resilience of the organisation. As our Development Director, you will play a pivotal role in helping us lay the strategic foundations for this next phase of our organizational journey, shaping our long-term financial stability and future infrastructure.

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 Director Job Description

Job Title: Development Director

Responsible to: Executive Director and Co-CEO

Responsible for: Development Officers

Purpose of the role

You will be responsible for developing and implementing an enterprising fundraising strategy that builds financial resilience for the Bush. You'll manage and support a team of fundraisers and work closely with the Executive team and the Board to harness support and realise financial targets.

You will be a highly motivated fundraiser, with experience and proficiency in developing relationships and encouraging support across all sources of fundraising. You'll also be a confident networker and have the ability to inspire and motivate others.

This is a role with leadership responsibility as part of the Bush's Senior Leadership Team. It will work in conjunction with the rest of SLT and the Board.

Main Duties and Responsibilities

Strategy

- To develop and implement a successful fundraising strategy reflecting the Bush's core objectives, generating ongoing sustainable income to support all aspects of the theatre's work.
- To be an active part in programming conversations and leverage productions for maximise supporter engagement.
- To understand the annual target and the part played by each income stream to achieve it.
- To oversee the devising of a strategy for the acquisition and retention of the Bush's membership scheme.
- To lead on the creation and communication of new fundraising initiatives to a diverse range of external and internal stakeholders.
- To be responsive to opportunities and changes in the fundraising landscape.
- As a member of the Senior Leadership Team, to play a key role in the strategic thinking of the organisation and ongoing business planning process.
- To play a key role in the overall strategy for relationships and communications with statutory funders and bodies, including Arts Council England.
- To contribute to early-stage strategic planning and capacity building for future major capital developments alongside maintaining annual revenue goals.

Leadership

- To lead and manage the Development Team, including taking responsibility for their professional development.
- To remain abreast of funding priorities for the Bush Theatre across all streams
- To manage a portfolio of funders and support members of the Development team on key projects where necessary.
- To form part of the Bush's Senior Management Team.
- To deputise for and partner with the Executive Director and Co-CEO on specific projects and at internal or external events and meetings as required.
- To deliver quarterly fundraising reports for the Board on income raised.
- To manage the day-to-day financial management for the Development Team including maintaining targets, reporting and forecasting.

Fundraising duties

- To be responsible for achieving agreed annual revenue targets, currently £625k per year, by overseeing individual giving, trusts and foundations, corporate giving and events.
- To lead on major donor giving across all sectors of the fundraised income.
- To develop a portfolio of donors and a prospect pipeline.
- To create bespoke strategies for donors and deliver cultivation and stewardship plans accordingly.
- To motivate and support trustees who support the fundraising activity.
- To oversee the preparation of high quality, targeted and compelling fundraising materials, including letters, proposals, presentations and updates.
- To ensure that all income secured is handled as tax effectively as possible.

Events & Planning

- To create and oversee the delivery of an annual programme of events for supporters designed to maximise supporter retention and upgrades and encourage overall engagement with the theatre.
- To develop and oversee cultivation and stewardship events and other events aimed at raising funds and identifying new supporters.
- To input to guest lists for press nights and other special events ensuring opportunities to engage major donors and prospects are maximised.
- To oversee production of briefing notes for senior management and Trustee meetings and events with major donors.

Other Duties

- To keep up to date with developments in fundraising.
- To 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 Attributes

- The ability to inspire and motivate others – internally and externally.
- Goal-oriented and highly motivated.
- Ability to work with charm, maturity and a sense of humour.
- Ability to work effectively under pressure and to meet challenging targets.
- An enthusiasm for the Bush's work.

Essential Skills

- Excellent communication skills – written and verbal.
- Excellent interpersonal and people-management skills.
- Strong networking and relationship building skills.
- Efficiency, accuracy and attention to detail.

Required Experience

- Significant experience in fundraising with a strong track record of income generation
- Proven track record of regularly raising and stewarding high-value donations or partnerships (ideally five-figure gifts and above).
- Experience and understanding of membership schemes
- Line management experience.
- Experience of building and managing donor relationships
- Experience managing budgets
- Experience of creating and delivering cultivation or fundraising events

Desirable Experience

- An understanding of, or exposure to, major project fundraising or capital campaign mechanics.
- Experience of fundraising for the arts/young people
- Experience of working with fundraising databases
- Experience and understanding of HMRC regulations

Terms and Conditions

Hours: 35 Hours per week across at least five days excluding an hour break.
Evening and weekend work will be required as part of this role.
We are entirely open to flexible working configurations for this position (such as part-time structures or modified timetables) and are happy to discuss what works best for you.

Salary: £48,000 per annum (pro rata if part-time / working reduced flexible hours)

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

Notice Period: One month during probation, three months thereafter.

Probation: Six months

Contract type: Permanent

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.
- Enhanced holiday and additional holiday for length of service.
- Birthday holiday.
- Enhanced Maternity, Adoption and Shared Parental Leave policies.
- 20% discount on food and drink at the Library Cafe Bar.
- Access to a confidential counselling service.