

Job Profile

Job Title:	Fundraising Development Manager	Department:	Fundraising
Contract Type:	Full Time	Salary (Grade):	c.£43,000 per annum (Grade Manager 6)
Hours:	39 per week	Reports to:	Director of Fundraising

Role Summary

The Fundraising Development Manager is responsible for the delivery and development of core fundraising income streams, including trusts and foundations, individual giving, membership and patron schemes, corporate support, one-off donations and fundraising campaigns.

The postholder provides senior operational leadership and delivery within the fundraising team, translating organisational strategy into deliverable income plans, managing and developing pipelines, constructing compelling cases for support and stewarding relationships with funders and donors. The role balances hands on income generation, insight led planning and cross-department collaboration, supporting both core operations and artistic programme delivery.

Working closely with the Director of Fundraising, the Fundraising Development Manager ensures fundraising activity is well planned, data informed and operationally robust, while actively contributing to income growth and resilience across the portfolio.

Main Responsibilities

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The postholder may be required to undertake other reasonably determined responsibilities appropriate to the level of the role.

Strategic Delivery

- Contribute to and deliver an ambitious and sustainable fundraising strategy with detailed plans across all contributed income streams.
- Contribute to and deliver engagement events as fundraising and prospecting tools, with clear planning, cross-team coordination, supporter communications and post-event analysis of return on investment

Trusts and Foundations

- Lead the development and submission of small and large scale, high quality trust and foundation applications, working from organisational priorities and agreed fundraising strategy.
- Research, prospect and qualify prospective trusts and foundations aligned to creative and artistic programme delivery and organisational need.
- Develop clear, compelling and fully costed cases for support in collaboration with colleagues across the organisation.
- Manage relationships with existing funders, including stewardship, reporting and renewal activity while creatively developing new opportunities for support.

Job Profile

- Maintain an active trusts and foundations pipeline, tracking progress, risks and opportunities and reporting regularly to the Director of Fundraising.

Individual Giving and Membership

- Lead the delivery and development of individual giving income streams, including Friends memberships, patrons, one off, repeat donations and appeals.
- Oversee renewal, retention and supporter engagement strategies, ensuring a consistent and high-quality experience.
- Develop and implement donor journeys that support progression beyond entry-level or membership giving.
- Cultivate and steward potential major donors and high net worth individuals
- Identify opportunities for income uplift for direct management or referral of high potential donors to the Director of Fundraising for further cultivation.

Corporate Sponsorship and Engagement

- Prospect, qualify and develop new corporate relationships in line with agreed fundraising priorities and income targets.
- Manage and grow a portfolio of corporate accounts, leading day to day relationship management, stewardship, renewal and benefit delivery.
- Coordinate internal planning and delivery of corporate partnerships, working across the organisation to create opportunity.
- Monitor performance across the corporate pipeline, identifying opportunities for income uplift and reporting outcomes and insights to the Director of Fundraising.

Campaigns and Fundraising Activity

- Plan and deliver fundraising campaigns and appeals, working from strategic direction set by the Director of Fundraising.
- Coordinate campaign delivery across teams, including Marketing, Sales & Ticketing and Box Office.
- Oversee fundraising communications, digital donation journeys and supporter stewardship within campaigns.
- Monitor campaign performance, evaluate outcomes and apply learning to future activity with shared insight through proactive reporting.

Pipeline, Reporting and Insight

- Manage fundraising pipelines across trusts, foundations and individual giving, ensuring activity is proactive and forward looking.
- Use CRM data and reporting to identify trends, risks and opportunities within the fundraising portfolio.
- Produce regular income reports and analysis for the Director of Fundraising, supporting forecasting and planning.
- Identify and champion improvements in systems use, data quality and reporting capability within the team.

Collaboration

- Work closely with colleagues across the organisation to ensure fundraising is integrated into programme planning and audience activity.

Job Profile

<p>Governance and Compliance</p> <ul style="list-style-type: none"> • Ensure fundraising activity complies with relevant legislation and guidance including fundraising regulation, GDPR regulations, Gift Aid requirements and organisational policies and procedures. • Support accurate financial recording, reconciliation and reporting of fundraising income. • Contribute to internal reporting, board papers and planning processes as required.
<p>Accountabilities</p>
<p>You will be responsible for...</p> <ul style="list-style-type: none"> • Delivery of agreed fundraising income targets across trusts, foundations and individual giving streams. • Maintenance of clear, active fundraising pipelines and reporting. • High-quality applications, stewardship and supporter communications.
<p>Person Specification</p>
<p>You must have...</p> <ul style="list-style-type: none"> • Proven experience of securing income through trusts and foundations, including writing successful funding applications. • Experience of delivering income through individual giving or donor-led fundraising. • Strong prospect research and pipeline management skills. • Excellent written communication skills, with the ability to craft persuasive funding cases for support. • Strong relationship-building skills, with confidence engaging senior stakeholders and funders. • Experience using a fundraising CRM to manage data, income and reporting. • Strong financial literacy, with the ability to interpret budgets, forecasts, and management accounts. • Strong organisational and planning skills, with the ability to manage competing priorities. • Proven ability to lead, influence, negotiate and work collaboratively across a fast-paced organisation. • A passion for theatre and the arts.
<p>It'd be great if you had...</p> <ul style="list-style-type: none"> • Experience of fundraising within an arts, cultural or not-for-profit organisation. • Experience of both capital and revenue fundraising. • Experience in delivering multi-faceted public fundraising campaigns • Experience working with programme budgets and costings. • Experience of campaign-based fundraising and integrated communications. • Experience analysing audience or ticketing data to inform fundraising activity.