



## DEVELOPMENT MANAGER (TRUSTS & FOUNDATIONS)



*School Girls; Or the African Mean Girls Play*  
Photo by Manuel Harlan



*Accidental Death of An Anarchist*  
Photo by Helen Murray



*Iphigenia in Splott*  
Photo by Jennifer McCord

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

### LYRIC VALUES

#### **Work with integrity and respect**

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

#### **Every day we learn and grow**

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

#### **Be ambitious and action-focused**

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

#### **Serve our West London community**

We are here for the people of West London, every decision we make and action we take should benefit our community.

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Monday 6 May 2024**

Interviews will be held on **Friday 10 May 2024**

If you would like to submit your application in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative.

## DESCRIPTION FOR THE POST OF DEVELOPMENT MANAGER (TRUSTS & FOUNDATIONS)

<b>Responsible to:</b>	Director of Development
<b>Contract:</b>	Full-time, permanent role
<b>Salary:</b>	£36,000 per annum
<b>Hours/Days:</b>	<p>The majority of the post-holder's hours are expected to be worked between 9am and 7pm Monday to Friday. Due to the nature of the Lyric's work the post-holder may be required to do some evening and weekend work to fulfil the requirements of the role.</p> <p>The Lyric has a <a href="#">House Agreement</a> that details our approach to working hours for all staff.</p>
<b>House Agreement Type:</b>	Office Agreement
<b>Holiday:</b>	30 days per annum, including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
<b>Notice period:</b>	Three months
<b>Probationary period:</b>	Six months
<b>Pension:</b>	3% pension contribution after qualifying period

**Other benefits include:**

Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

**DEPARTMENT INFORMATION**

The Development team is led by the Director of Development and consists of:

- Director of Development
- Development Manager (Trusts & Foundations) – this role
- Development Officer (Memberships)
- Development Officer (Events and Campaigns)

**MAIN PURPOSE OF POSITION**

The Development Manager (Trusts & Foundations) will support the Director of Development in the formulation of strategies to develop income growth, in particular, from Trusts and Foundations; taking a lead role in implementing those strategies and managing trust and foundation fundraising for the Lyric. The post-holder will also contribute to the overall fundraising aims and objectives of the department. The Development team have an annual revenue target to raise of £800,000, of which approximately £350,000 is generated through Trusts and Foundations.

**PRINCIPAL DUTIES**

- Develop a sustainable fundraising strategy for Trusts and Foundations to work towards achieving the yearly trust income target
- Steward existing relationships with Trusts and Foundations to the highest standard through consistent communication, report writing and creating opportunities for Trust representatives to attend young people's performances and onstage work
- Cultivate new relationships with Trusts and Foundations to generate support for the Lyric's current and future programmes
- Research, develop, write and deliver bids and pitches of the highest standard to Trusts and Foundations for the wide range of Lyric projects and activities including: young people's work (school, next generation, targeted and open access), campaigns, production and mainstage activities, core revenue, green, digital, access and capital
- Work creatively and collaboratively with other members of the Lyric team, including the young people's team and producers, to identify projects and areas of activity for funding
- Manage appropriate systems to monitor, evaluate and report on projects funded by trusts and foundations, in accordance to the correct timelines and deadlines
- Ensure all Trusts and Foundations information is logged on the Lyric's database, and establish appropriate systems to ensure consistent communication with and crediting of supporting Trusts and Foundation

- Be the organisational expert on Trusts and Foundations, actively researching news, developments, initiatives and trends within the area
- Take responsibility for certain areas of public and corporate funding where required
- Work with the Finance department to ensure the appropriate allocation and coding of Trusts and Foundations income.

### **Other Duties**

- Support, when needed, the Development department's donor care for both individuals and organisations. This will include assisting to organise and attend events relevant to the department's overall fundraising aims and objectives
- Take on other relevant management tasks and responsibilities as delegated by the Director of Development, including working on and taking responsibility for specific projects
- Keep up-to-date with developments in fundraising in the charity and arts sector
- Work in support of the artistic policy of the Lyric and to attend read-throughs, Preview, Press and Supporters' Nights and other events at the Lyric as required
- To represent the Lyric at external events as required

## **GENERAL DUTIES**

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attend internal and external meetings as required.
- Adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- Act always in the best interests of the Lyric Hammersmith Theatre
- Undertake any other duties as agreed with the Director of Development as is appropriate to the post

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.

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Track record in Trusts and Foundations fundraising and stewardship
- First-class written and verbal communication skills

- Excellent numeracy and budgeting skills
- Passionate about the organisational objectives of the Lyric and of theatre, the arts, and working with young people
- Demonstrable ability to communicate with people from all backgrounds at an individual level and in group situations, including excellent networking skills
- High standards of personal and work presentation
- High attention to detail and accuracy with the ability to proofread
- Excellent organisational skills including an ability to prioritise and work to tight deadlines
- IT literate with experience of dealing with various computerised systems and a high level of Microsoft Office knowledge
- Ability to act on own initiative
- Excellent team working skills

### **Desirable Criteria**

- Proficiency in maintaining a fundraising database
- Experience in devising and implementing a strategy for income from Trusts and Foundations

## **EQUALITY & DIVERSITY**

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality, Diversity and Inclusion Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and supports parents and carers working in theatre.

## **APPOINTMENTS**

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

## **LYRIC CONTACT DETAILS**

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk).

We look forward to receiving your application.