



## DIRECTOR OF DEVELOPMENT



*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 Tuesday 27 August 2024**  
Interviews will take place w/c 02 September 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. (Between 10:00am – 5:00pm, Monday– Friday)

## DESCRIPTION FOR THE POST OF DIRECTOR OF DEVELOPMENT

Responsible to:	Executive Director / Joint CEO
Responsible For:	Development Manager (Trusts & Foundations) (vacant) Development Officer (Memberships) Development Officer (Events & Campaigns)
Contract:	Full-time, permanent role
Salary:	£60,000 per annum
Hours/Days:	<p>The Lyric works to a flexible start/end of day, with the majority of the post-holder's hours 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>
House Agreement Type:	Office Agreement
Holiday:	30 days per annum including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Four months

Probationary period:	Six months
Pension:	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

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

## MAIN PURPOSE OF POSITION

The Director of Development is a member of the Senior Management Team and is responsible for growing philanthropic and supporter income for the Lyric's work in line with the Lyric's Strategic Vision. The main purpose of this position is to engage, and raise income from, individuals, trusts and foundations, and corporates. The Director leads the Lyric's fundraising team in all fundraising activities and is responsible for meeting a fundraising target of approximately £750,000 a year.

The role has a close working relationship with the Board, Development Committee and other staff including the Artistic Director, Finance, Young Lyric, Producing and Communications Teams.

As the Lyric embarks on its 130th anniversary year, this is an exciting time to take a leading role in 'one of the most interesting theatres in the capital right now' (Evening Standard March 2024) and to rethink the strategy for fundraising building on the department's success to date, with forthcoming events and productions providing many opportunities to bring in major grants and gifts.

## PRINCIPAL DUTIES

### Strategy

- Develop, implement and review fundraising strategies that will fulfil the Lyric's financial model, future plans, programmes and values
- Ensure that all Lyric staff are informed and engaged with fundraising activities and objectives
- Maintain an excellent knowledge of the Fundraising Regulator, ICO, Gift Aid and relevant Charity Commission guidance

### Leadership

- Lead the Development team, including freelancers, and take responsibility for their professional development and success

- Work closely with the Lyric Trustees and Development Committee to enable them to effectively contribute to the Lyric's fundraising goals
- Act as the ambassador for fundraising internally including the creation of a culture in which all Lyric staff support fundraising activities and recognise its value
- Play an active and positive role as part of the Senior Leadership Team
- Work with senior and artistic Lyric staff to coordinate, strategies and enhance funding applications for core activities and for specific projects
- Manage the fundraising expenditure budget and oversee all administrative aspects of the department.
- Work closely with the Director of Finance and Resources to agree, monitor and deliver annual income targets and expenditure budgets
- Ensure that all income is handled as tax effectively as possible
- Produce regular Board reports and presentations

### Individuals and Events

- Lead and grow major donor fundraising, including driving and maintaining relationships with key donors
- Continue to develop a pipeline of major donor prospects with the support of the Board, Development Committee and Joint CEOs
- Plan and oversee a wide range of events and receptions for cultivation and fundraising
- Develop further opportunities including Legacy giving and one-off campaigns
- Ensure the delivery of the highest level of donor care across all areas of income
- Oversee the campaigns for specific fundraising projects such as the Big Give

### Trusts and Foundations

- Work closely with the Executive Director to plan and apply for major multi-year funding opportunities over the broad range of the Lyric's work
- Ensure that all current relationships and reporting are maintained
- Lead on the development of further trust relationships
- Ensure correct and timely reporting in line with all funding agreements

### Corporates

- Lead on strategy for growing the number and value of corporate relationships
- With the Development Officer (Events & Campaigns) develop further corporate event opportunities

### Other Funding Sources

- Support the Executive Director on major public funding bids
- Support the application and report writing for the Lyric's main funding bodies, Arts Council England and Hammersmith & Fulham Council
- Work with the Executive Director and Senior Management Team to identify and develop new potential funding opportunities including community infrastructure levy, commissioning and other social investment funding

## GENERAL DUTIES

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.

- Attending internal and external meetings as required.
- To 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.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Executive Director 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**

- Significant and sustained proven fundraising experience
- Experience of securing five figure donations
- Experience working with senior stakeholders and Trustees to generate support
- Experience in managing people and/or teams
- Commitment to fundraising in arts and culture, higher education and/or the charitable sector.
- Flawless stewardship, recruiting and renewing a wide range of donors, sponsors and partners.
- Experience of membership and/or patron schemes, sponsorship and partnerships.
- A track record of success in major gifts and trust and foundations
- Excellent interpersonal skills and ability to build strong relationships with a wide range of individual and institutional stakeholders
- Excellent communication and presentation skills – both written and oral – and the ability to communicate clearly, passionately and persuasively
- A thorough understanding of Gift Aid, GDPR Compliance, and the Code of Fundraising Practice
- Works with colleagues respectfully and collaboratively
- Takes responsibility for delivering tasks, achieving high standards and learning from mistakes
- Experience of using fundraising CRM

### **Desirable Criteria**

- Experience of using Spektrix
- Local knowledge of Hammersmith & Fulham / West London
- Experience of fundraising for artistic projects

## **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 and completion of HMRC's fit and proper person declaration.

## **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). (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.