



## DEVELOPMENT MANAGER



*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 13 January 2025**  
First interviews will take place week of **20 January 2025**

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 DEVELOPMENT MANAGER

|                       |   |
|-----------------------|---|
| Responsible to:       | Development Director  |
| Contract:             | Full-time or Part Time, permanent role  |
| Salary:               | £35,000 (if part-time, pro rated; 4 days a week will be considered)   |
| 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. The Lyric has a work from home policy.</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,(pro rata) including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days   |
| Notice period:        | Three   |
| Probationary period:  | Six months  |

|                                |   |
|--------------------------------|---|
| <b>Pension:</b>                | 3% pension contribution after qualifying period   |
| <b>Other benefits include:</b> | Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Long service awards, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts |

## **MAIN PURPOSE OF POSITION**

The Development Manager will be responsible for working with the Development Team to cultivate, solicit, manage and grow income generated from trusts, foundations, statutory, individual and corporate sources for the Lyric Hammersmith Theatre. This role will have a particular focus on the Trusts & Foundations income stream, but with the opportunity to work alongside the Development Director to maximise income from individuals, corporates and events on occasion.

The Development Team of four, including this role, collaborate with all Lyric departments to raise £750,000, of which approximately half is generated through Trusts & Foundations.

Working with the Development Director, you will develop and implement strategies to balance the relationship management of our much-valued existing portfolio of funders and the recruitment of new ones to maintain and grow income towards on-stage work and education and community outreach.

As Development Manager you will play a pivotal part in the overall success of the Lyric for theatre-makers, young people and our West London community.

## **PRINCIPAL DUTIES**

### Trusts & Foundations

- Alongside the Development Director, develop and then lead on the delivery of a fundraising strategy for Trusts & Foundations to achieve the yearly income target
- Alongside the Director of Young Lyric, steward existing relationships with Trusts & Foundations funding education and talent development projects through excellent communication, report writing, event invitations and stewardship
- Identify and research funding opportunities for the Lyric's artistic and Young Lyric programmes in collaboration with the wider Lyric team
- Undertake applications to Trusts & Foundations from draft to submission, liaising across the Development and wider Lyric team as required
- Oversee the monitoring, evaluation and reporting on projects funded by Trusts & Foundations
- Ensure all Trusts & Foundations information is logged on the Lyric's CRM (Spektrix), processed with the Finance Team and credited appropriately
- Actively research Trusts & Foundation news, initiatives and trends within the charitable and arts sectors

### Other Duties

- Take on other relevant management tasks and responsibilities as requested by the Development Director, including working on and taking responsibility for specific projects
- Support the Development Director with strategy development, including identifying targets and developing proposals of support across corporate partnerships and individuals as well as trusts and foundations as required
- Contribute to a collaborative approach to all the work of the Development team across relationship management, writing bids/pitches, soliciting donations, reporting, data collection and staying up to date with the activities of other departments to develop attractive cases for support for a variety of prospective funders.
- Ensure that the Lyric is compliant with HMRC legislation and GDPR at all times and that any changes to the schemes are communicated internally and externally.

### General

- Regularly attend Lyric Hammersmith Theatre shows and other events, including press nights and supporter events to which funder contacts will be invited
- Attend internal and external meetings as required
- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- Adhere to the Lyric's Equality, Diversity and Inclusion Policy and Anti-Racism Action Plan, and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
- Work at all times in accordance with the Environmental Sustainability Action Plan and to proactively develop and encourage environmentally sustainable practice
- Act in the best interests of the Lyric Hammersmith Theatre at all time

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.

## 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 Development 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**

- At least two years of demonstrable fundraising experience, including success in planning and securing income from trusts and foundations and/or corporate and partnership supporters
- Experience planning and writing applications and/or pitches for funding across a wide range of contexts and funders/partners
- Demonstrable relationship management, reporting and donor stewardship experience.
- Knowledge and interest in fundraising best practice such as GDPR, Gift Aid and CRM; and knowledge of current giving trends in the arts and the wider charity sector
- Excellent numeracy and budgeting skills
- Excellent organisational skills, ability to prioritise, work to deadlines and pivot according to incoming tasks
- Ability to act on own initiative
- A demonstrable commitment to teamwork – a willingness to get involved, act as a team player, motivate others and work effectively with other departments
- Passionate about the Lyric's mission

### **Desirable Criteria**

- Knowledge of fundraising databases e.g. Spektrix.
- Experience of fundraising in arts and/or theatre organization
- Experience of legacy fundraising

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

We look forward to receiving your application.