

Job Description

Job Title	Head of Development
Reports To	Principal & CEO
Line Management For	Initially no line management responsibilities, although this is subject to change as the team grows.
Department	Development
Location	The majority of the Theatre School's activities are based at the School's Downside Road site, but with input at other relevant locations.
Hours	This is a full-time post, predicated on 40 hours a week, with 30 mins paid lunch break each day. Frequent evening / occasional weekend work will be required.
Salary	£40,000 per annum paid by BACS monthly in arrears
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
Holidays	25 days per academic year pro rata plus bank holidays.
Benefits	<p>The School encourages one day per week working from home which will be by agreement and will always need to ensure that business needs are met.</p> <p>Flexible working hours, according to business need.</p> <p>Complimentary tickets to Theatre School productions.</p> <p>Invitation to annual screening of students' film work.</p> <p>Join alumni masterclasses arranged for current students.</p> <p>Parking space on first-come-first-served basis.</p> <p>Bring your (well-behaved) dog to work.</p> <p>Employee Assistance Programme available to all staff.</p> <p>Staff-led groups.</p> <p>Supportive and friendly environment.</p>
Notice Period	Three months
Probationary Period	Six months

Duties and responsibilities	<p>Overall Responsibilities:</p> <p>The Head of Development will be responsible for the development and implementation of an ambitious fundraising strategy to support the Theatre School in delivering its strategic objectives over the next five years and beyond.</p>
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The School also has an ambitious masterplan to underpin its commitment to delivering innovative world-leading training – this plan includes self-registration with the Office for Students whilst maintaining delivery to our students. Raising funds to support the masterplan's implementation will represent another key element of the Head of Development's role.

Main Responsibilities

Strategy Development and Implementation

- Establishing a self-funded Development Office for Bristol Old Vic Theatre School (BOVTS) and, working with the Head of Marketing, ensuring that best practice in fundraising, alumni relations and data protection is embedded across all its operations.
- Developing and implementing an ambitious and realistic fundraising strategy to support the School to deliver its strategic objectives as it implements its masterplan.
- Agreeing with the Principal and Board of Trustees appropriate KPIs through which the implementation of the fundraising strategy can be reviewed and monitored – including ensuring ongoing research and testing of development assumptions and goals to ensure that the objectives and targets identified in the strategy are realistic, achievable on time and to budget.
- Establishing a donor pipeline to realise the School's strategic ambitions.
- Crafting a compelling Case for Support to underpin the School's fundraising ambitions.
- Implementing the processes to identify, qualify, cultivate, solicit and steward regular and major donors to raise funds, including through the use of social media and supporting the Principal/CEO and Chair of the Board of Trustees in face-to-face meetings.
- Fostering philanthropic relationships with alumni, staff, parents, former parents, and other relevant individuals, organisations and businesses within the wider BOVTS and Bristol community.
- Broadening the School's means of raising funds, including legacies, online giving, Gift Aid, giving days, trusts and foundations, corporate support and other fundraising practices.
- Expectation to deliver income from across the fundraising mix of £80-120k in the first year in post.

Alumni & BOVTS Parent Relations

- Working closely with the Head of Marketing to broaden the Alumni database.
- Seeking ways to further cultivate relationships with BOVTS alumni with a view to securing their on-going or future support either financially or by endorsement to others.

Management Responsibilities

- Ensuring regulatory compliance in relation to all of the School's fundraising activities, particularly in the area of Data Protection

and the requirements of the Fundraising Regulator.

- Ensuring that appropriate systems are in place for gift administration and processing in line with legal requirements.
- With support from the Head of Marketing and team, ensuring timely and appropriate acknowledgement and stewardship of donors.
- In close liaison with the Head of Marketing, producing fundraising publications, news bulletins, leaflets, follow-up messages to events and ensuring BOVTS communicates effectively to internal and external constituencies on the progress, success and results of fundraising activities.
- Managing income projections and expenditure for all elements of fundraising and preparing papers as required, including for Trustees.
- Organising the induction, training, support and mentoring for staff, including new members, in all aspects of fundraising.

The above list is not exhaustive but summarises the key roles to be performed and other duties may be required and directed by the Principal/CEO.

A willingness to respond supportively to changing circumstances and/or the changing needs of the School is expected of the post-holder.

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff and young people. Staff are expected to be familiar with the Theatre School's arrangements and understand their responsibilities in order to safeguard and protect all our young people.

Meetings attendance

- Full and other staff meetings and any relevant subcommittees
- Weekly Senior Management Team (SMT) meetings (in person)
- Reporting into Executive Leadership Team (ELT) and Trustees meetings as required and by invitation

Budgetary control

- Adhere to agreed budgets for which the post holder is responsible.

External liaison

- With relevant staff

	<ul style="list-style-type: none"> • With other relevant organisations and individuals to promote and widen understanding and knowledge of the role's remit • Representing the School at external meetings as agreed with the Principal & CEO • With alumni and other professionals in the arts and entertainment industry
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Person specification	<p>Skills that are important to us:</p> <ul style="list-style-type: none"> • Proven fundraising expertise: a deep understanding of the fundraising mix, including major gifts, annual giving, bid writing, corporate partnerships/sponsorship and events. • Proven track record: of income generation of +£250,000 / year. • Leadership: strong leadership and management skills • Project management: project planning, execution and monitoring. • Excellent written and verbal communication skills: to convey the School's mission/vision, values and case for support to generate income across the fundraising mix, whilst retaining the Theatre School's ethos and tone. • Relationship building: the ability to cultivate, maintain and steward relationships with donors and high net-worth individuals, sponsors, and partners, and to engage with them authentically and empathetically, in line with the Theatre School's ethos and tone. • Negotiation skills: The ability to negotiate, including major gifts, partnership agreements and sponsorship deals to secure financial support. • Data analysis: proficiency in using data analytics and metrics to track fundraising progress and make data-driven decisions to improve strategies. • Financial acumen: a solid understanding of financial management, budgeting, and forecasting to ensure fundraising efforts align with the Theatre School's financial goals. • Strategic planning: the capability to develop and implement long-term fundraising campaigns and events that are attuned to the Theatre School's vision, ethos and delivery. • Ethical fundraising: knowledge of ethical fundraising principles and compliance with legal and ethical guidelines, particularly in the School's charitable context, and including transparency and donor privacy. • Grant writing: proficiency in writing grant proposals and securing grant funding from trust and foundations, and public funding agencies. • Ability to be flexible and adaptable in your approach. • To be a strong team player in a close-knit, supportive environment.
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	<p>Skills that are interesting to us:</p> <ul style="list-style-type: none"> • Digital marketing: Familiarity with digital marketing tools and strategies to enhance online fundraising efforts, including social media advertising and email marketing. • Event planning: Experience in planning and executing successful fundraising and stewardship events, varying in scale. • Public speaking: Strong public speaking skills to represent the Theatre School at fundraising events and engage with potential donors. • Crisis management: The capacity to adapt and respond to unexpected challenges or crises that may impact fundraising efforts. • Knowledge of fundraising software: Familiarity with fundraising software and customer relationship management (CRM) systems to streamline donor tracking and engagement. • Trend awareness: Staying updated on current fundraising trends and emerging technologies in the nonprofit sector to remain innovative and competitive. • Cross-School collaboration: The ability to collaborate effectively with other departments within the Theatre School, such as marketing, finance, and academic departments, to align fundraising efforts with broader organisational goals. • Cultural competency: An understanding of cultural sensitivity and diversity, which is important for building relationships with donors from diverse backgrounds.
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This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

<p>Equal Opportunities</p>	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p>Equality & Diversity The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own workforce and across the wider arts and training sectors: these include,</p>
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but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experienced socio and economic barriers.

We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as far as possible, including premises & equipment, duties, practices or policies.

Selection & Assessment

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question. All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society. Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.