

ROSE THEATRE JOB DESCRIPTION DEVELOPMENT MANAGER (CORPORATES & TRUSTS)

Grow your career in a friendly fundraising team at one of London's most exciting independent producing theatres.



ABOUT ROSE THEATRE

Rose Theatre is one of the largest non-commercial producing theatres in London, we reach 140,000 visitors annually and host one of the UK's largest venue-based youth theatres. Our mission is to entertain audiences, elevate artists, and empower our community. Over coming months, we'll be working with world class performers such as Michael Sheen and award-winning, cutting edge artists like Chris Bush, Monique Touko, and Al Smith. We regularly coproduce with some of the most exciting companies in the UK. These include: Headlong, Fiery Angel, Chichester Festival Theatre, Eleanor Lloyd Productions and the Welsh National Theatre, among many others. Our extraordinary community arts venue also boasts a state-of-the-art studio theatre, numerous public spaces including the Rose Bar & Café and a large Gallery space. We have a huge

Chief Executive
Robert O'Dowd

Artistic Director
Christopher Haydon

Advisory Associate Director
Sir Trevor Nunn

Rose Associate Artists
Jane Asher
Lucian Msamati
Niamh Cusack
Melly Still

focus on community engagement through our extensive work with schools and community groups.

JOB DESCRIPTION

<i>Job Title:</i>	Development Manager (Trusts & Corporates)
<i>Reporting to:</i>	Director of Development
<i>Salary:</i>	£32,000-£35,000 (depending on experience)
<i>Hours:</i>	40 hours per week, Monday-Friday. Additional hours, including at evenings and weekends, may be required to satisfy the requirements of this post within a working theatre; TOIL is always offered in lieu of overtime; We're proud to offer flexible, hybrid working arrangements that support your wellbeing and work-life balance.
<i>Holiday:</i>	28 days paid plus Bank Holidays
<i>Notice period:</i>	Three (3) months
<i>Benefits:</i>	Complimentary show tickets 25% off food and drink at the Rose Café NOW Pension Scheme Ride to Work Scheme Season Ticket Loan 50% discounted parking

ABOUT THE ROLE

If you love building meaningful partnerships and you are energised by the power of the arts to change lives, this role offers the perfect platform to develop your skills, your network, and your career. This role drives the theatre's sustainability and impact by securing vital financial support from charitable trusts and corporate partners. You'll lead on achieving an annual income target, cultivate strong and lasting relationships with funders, and developing persuasive proposals and reports that bring artistic and community ambitions to life. You'll inherit a portfolio of loyal relationships ensuring each partner feels inspired, valued, and connected to our mission. We are a small, friendly and collaborative team and this is far from a desk-only role. You'll be part of the life of the theatre hosting funders at rehearsals and workshops, joining planning conversations, and working closely with colleagues across Producing and Learning & Participation. You'll gain invaluable behind-the-scenes insight into how a major producing theatre works and build strong relationships not only with donors but with our creatives and wider staff and local beneficiaries.

KEY TASKS & OBJECTIVES

Purpose of the role: securing income to an agreed annual revenue target

Key responsibilities

- Manage a portfolio of trusts with a particular focus on proactively securing gifts for core projects such as our Access & Inclusion programme and Rose Routes (schools programme).
- Respond to opportunities to secure capital income to improve and maintain building and equipment infrastructure.
- Take initiative to research, develop, and engage with new prospects, including undertaking phone calls, meetings and stewarding prospective and existing donors at the Rose, providing the highest level of supporter care.
- Take ownership of the trust pipeline on Spektrix database, timelining, planning and initiating requests for support.
- Maintain accurate, clear, and up to date records of interactions with all trusts and foundations. Including recording any reasons why applications are unsuccessful and planning next steps.
- Work with the Director of Development and the Individual Giving Manager to ensure Trust contacts are included in event stewardship opportunities and other opportunities for engagement and insights into the Rose's charitable work.
- Steward existing corporate donors and sponsors and ensure that all benefits are delivered and that any opportunities for renewals are fulfilled.

Communications

- Produce high quality communications including proposals and presentations, ensuring they are on brand, accurately reflect the project in question and encourage support.
- Develop informative reports, working closely with colleagues, create a clear framework for reporting and feedback that ensures all deadlines are met.

Other

- Support the Director of Development with statutory applications and reporting (this typically includes 1-2 applications per year to Arts Council England).
- Support other departments with monitoring and evaluation systems to ensure relevant and adequate data collection to meet the needs of funders.
- Process payments for donations (via cheque, BACS, card payments and online) ensure all transactions are recorded accurately on Spektrix.
- Maintain and update Spektrix as the single source of truth for all Opportunities.

- Ensure that donations and personal data are handled compliantly and that records are maintained to high standard and are accurate.
- Stay abreast of sector trends for example attend 'Trusts Managers Network' meetings and other meetings for fundraisers and funder seminars.
- Maintain adequate paperwork, contracts and paper trails to both meet the needs of auditors and deliver against funding agreements.

CANDIDATE SPECIFICATION

Person Specification

We're looking for a confident, motivated relationship manager who's excited by the power of the arts to change lives — someone who enjoys both the creativity and the rigour of building meaningful partnerships that make great work possible. This is an ideal opportunity for someone who wants to take ownership of their own portfolio of clients/funders, work closely with a dynamic and supportive team, and see their efforts make a visible impact on stage, for schools, and across the community.

Essential Experience and Knowledge

- At least some experience of securing income through trusts, foundations, and/or corporate partnerships and/or income generation in a client facing role
- Understanding of the UK charitable funding landscape, ideally with some experience in arts, education, or community sectors.
- A talent for writing – you can tell a great story, make a compelling case for support, and adapt your tone to suit different funders.
- Experience managing relationships from first contact to long-term stewardship, delivering an excellent supporter/client experience at every stage.
- Confidence using CRM systems to manage pipelines, track opportunities, and maintain clear, accurate records.
- Numerate and comfortable preparing income projections, and reporting on progress.
- Confident using Microsoft Office.
- Understanding of data protection principles.

Desirable Criteria

- Trusts Fundraising experience within a subsidised performing arts organisation
- Experience preparing or contributing to statutory funding bids (e.g. Arts Council England).
- Knowledge of Evaluation and monitoring frameworks.
- Experience using Spektrix (a Box Office and fundraising CRM system)

- Experience managing budgets and forecasting
- Experience of working with volunteers
- In depth Knowledge of fundraising and GDPR compliance

Skills and Abilities

- Outstanding communication skills – persuasive, articulate, and warm, both in writing and in person and able to present with confidence and charisma
- Organised, able to juggle multiple priorities, deadlines, and stakeholders without losing focus or attention to detail.
- A self-starter who enjoys researching and developing new opportunities, with the initiative to turn ideas into action.
- Enthusiastic, curious, and inspired by the role of the arts in education and community life.
- A natural collaborator who brings positivity and energy to a small, ambitious team.
- Creative, strategic, and adaptable, able to balance big-picture thinking with day-to-day delivery.
- Professional integrity, discretion, and commitment to best practice in fundraising.

Please note this job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indicating the main areas of activity and may be amended in consultation with the post holder as the role develops and/or priorities and requirements change.

APPLICATION PROCESS

*Deadline for application: **Friday 12 December***

*Interviews: **17 – 19 December** (with some flexibility depending on availability of applicants)*

Please complete the application form and send to Sarah.ruff@rosetheatre.org by the deadline specified. Please also feel free to email if you have any questions related to the post or any access requirements.

In addition, please send your completed monitoring form to HR@rosetheatre.org.