

## Development Director Job Description 2019.

**Belarus Free Theatre is looking for a motivated, ambitious and creative individual to join us as Development & Communications Director.**

The Development Director will work with the Artistic Directors and General Manager/Producer to develop and implement fundraising ideas and initiatives, both locally and internationally, to enable Belarus Free Theatre's producing, education and campaigning programmes.

Belarus Free Theatre is seeking an individual with proven track record of raising funds from individuals & corporate donors to design new income-streams and develop new cultural 'products' (e.g. experiences, training, etc.) as income-generating activities. These skills should sit alongside significant experience with Trusts & Foundations and applications to statutory funding bodies.

The ideal candidate will display an entrepreneurial approach to developing innovative projects and seeking new audiences & markets and excellent inter-personal skills to draw on the full range of talent and experience across the Belarus Free Theatre collective. The candidate should be a persuasive communicator and adaptable to the changing needs of this diverse company.

**Reports to:** Artistic Directors.

**Salary:** £37,000 - £42,000 per annum, dependent on experience.

**Contract:** This a full time position, offered as a one-year contract (3 month probationary period).

**Working hours:** 10am to 6pm, 5 days per week. Overtime and weekend work may be required.

**Holiday Entitlement:** 25 days per annum excluding bank holidays

**Pension:** The Company operates a defined contribution pension scheme with the People's Pension (B&CE). All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee).

**Other Benefits:** Complimentary ticket allocation to performances at the Young Vic Theatre, subject to availability and the Young Vic's staff ticket policy. Discount on meals and drinks in the Young Vic's bar and Kitchen.

This is a fantastic opportunity to be part of **"one of the bravest and most inspired underground troupes on the planet"**(New York Times, 2015). Belarus Free Theatre is a unique theatre company highly respected in the UK and internationally, whose work crosses the arts and human rights. Working from the offices of the Young Vic, where BFT is an associate company, you'll be part of a small team creating vital political theatre, education programmes and international campaigning activities.

## **MAIN PURPOSE**

The Development Director is responsible for defining and leading Belarus Free Theatre's fundraising strategy, providing major sources of income from individual giving, trusts and foundations and corporate sponsorship. This includes maintaining and developing existing relationships at the same time as strategically seeking out and cultivating new supporters to provide long term and sustainable philanthropic giving to underpin the ambitions of the organisation.

The Development Director collaborates with the two Artistic Directors, General Manager & Producer and the team in Minsk on all funding campaigns. The Development Director is responsible for meeting a fundraising target of approx. £1 million each year.

## **Tasks and Responsibilities**

### **Fundraising**

- Alongside the Artistic Directors & Producer, lead on all income generating strategy for the company, meeting annual targets to support all aspects of Belarus Free Theatre's work
- Work with the team to review, develop and grow its individual, private/corporate giving and crowd-funding campaigns.
- Identify & develop ideas for income-generating activities, e.g. ticketed events, galas or products for sale to subsidise other non-profit activities of the company
- Identify and build relations with potential partners from across a range of sectors (e.g. education, community, journalism, human rights, conflict transformation sectors, etc.) where BFT can add value for joint project development and access to different (non-cultural) sources of funding.
- Manage and grow the organization's portfolio of trusts and foundations funding partners, maintaining excellent relationships and ensuring high-quality evidence-based narrative reporting.
- Research new funding opportunities in the UK, Europe, USA and internationally in the arts and human rights.
- Project Design & proposal writing: draft programme and project-based funding concepts and applications.
- Engage with the BFT team to ensure effective management of projects associated with grant agreements and financial reporting of excellent quality.
- Ensure GDPR compliant systems are in place to track/monitor donors;

### **Communications**

- Alongside the General Manager, lead on all company communications both internal and external.
- Contribute to development and maintenance of the company website.
- Manage BFT's social media accounts and regular supporter newsletter.
- Ensure compliance with BFT's donor visibility and branding guidelines
- Contribute to all marketing, PR and media campaigns.
- Contribute to key company written communications, including the annual report, and ensure that these are produced in accordance with the BFT brand and company style.

### **General**

- Play a full and active role within the life of the company; adhering to BFT values, work alongside the team in pursuit of the company's objectives.
- Be familiar with and personally responsible for acting within BFT policies.
- Attend BFT press nights and other special events and meetings, as required.

## **Person Specification**

### **Essential Skills and Experience**

- Demonstrable experience of securing funds from private individuals and corporations
- Successful experience of raising funds from Trusts & Foundations.
- Strong connections and track record of individual giving and philanthropic activity in the UK/Internationally.
- Experience of the planning and implementing of fundraising strategies in the arts or civil society sectors
- Able to collaborate with colleagues to identify new opportunities, generate ideas and creatively solve problems
- Persuasive communication skills, in both writing and speaking
- Strong research skills
- Proven track record of managing multiple tasks and working to deadlines
- Experience of financial procedures and working with budgets
- Experience of working in the arts, civil society or human rights
- Experience of event planning and organisation
- Experience of database management
- Excellent interpersonal skills
- Excellent IT skills, including proficiency across full Microsoft Office suite

### **Desirable**

- Experience in website editing and social media
- Russian language a bonus, but not essential

### **Essential Attributes**

- Energy
- Determination
- Persuasiveness
- Creative thinker
- Team spirit
- Commitment and flexibility to carry varied responsibilities within a small team
- Adept at multitasking
- Interest in the arts, especially theatre
- Interest in international politics and human rights
- Enthusiasm for the work of Belarus Free Theatre

### **Application Details**

To apply, please send a full CV and a supporting statement to [info@belarusfreetheatre.com](mailto:info@belarusfreetheatre.com) outlining your skills, experience and why you are a suitable candidate for the post, with particular reference to the person specification above, no longer than 2 sides of A4 paper in size 11 font. Please also supply the names and contact details of two referees who know your work.

In addition to the above documents, please also complete and return the equal opportunities monitoring form with your application.

Application deadline: 5pm on 28/04/2019

First and second round interviews for shortlisted candidates will take place during the weeks of 06/05/2019 and 13/05/2019 Interviews will take place at the Young Vic, 66 The Cut, London, SE1 8LZ.