

THE MARLOWE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Director Of Fundraising Development
Reports to	Chief Operating Officer
Grade	F

JOB PURPOSE

To lead on the strategic development and management of the Marlowe's fundraising, in line with the ambitions and priorities in the Marlowe's business plan and agreed strategies.

A member of the Strategic Management Team.

PRINCIPAL ACCOUNTABILITIES

- To contribute to the development of policy and play a significant role in the strategic direction of the Theatre as a member of the Strategic Management Team.
- To develop The Marlowe's case for fundraising support, to attract trust and statutory funding, individual donors, and business supporters.
- To lead the Development team in writing of all funding applications to Trusts and Foundations, collaborating with other members of SMT where necessary, ensuring applications for funding are accurate, deliverable and tailored to strategic priorities and income targets.
- To devise, implement and manage a strategic development plan for the cultivation and stewardship of high net-worth individuals, supporters, and donors, for the purpose of meeting agreed income targets and building positive relationships.
- To lead on the strategic development of The Marlowe's business supporters, through developing the Business Membership scheme and by creating bespoke sponsorship and partnership packages for businesses, for the purpose of meeting agreed income targets.
- To ensure that all development and fundraising activity undertaken by the development team is compliant with the General Data Protection Regulation 2016 and The Marlowe Trust's Data Management Policy.

- To lead and develop the team, ensuring that staff are effectively recruited, have development opportunities, and are supported, and managed so they can meet business plan targets and deliver excellent customer service.
- To ensure that your team works in a safe and legal way to comply with regulatory and legislative requirements.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES

Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>To live our values, our Director of Development should be:</p> <ul style="list-style-type: none"> • A people person with great interpersonal skills • A strategic and creative thinker • Entrepreneurial
Knowledge	<ul style="list-style-type: none"> • Knowledge of the Fundraising Standards Board and Institute of Fundraising's codes of fundraising practice. • Knowledge of the management of charitable organisations, preferably arts sector • Excellent knowledge of fundraising in the cultural sector • Good knowledge of the theatre industry • Basic knowledge of employment legislation and regulations.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to engage with people at all levels. • Excellent bid writing skills • Excellent interpersonal skills • Excellent communication and presentation skills • Good IT skills.
Experience	<ul style="list-style-type: none"> • Good experience of successful corporate fundraising either in the charity sector or cultural industries. • Good experience of successful individual fundraising management in the charity or cultural sectors • Good experience of successful trust, foundation, and statutory fundraising either in the charity sector or cultural industries. • Good experience of making successful pitches and securing sponsorship.

	<ul style="list-style-type: none"> • Good experience of directing high level fundraising or commercial events. • Good experience in managing and developing staff.
Qualifications	<ul style="list-style-type: none"> • We value education and a degree level qualification is desirable for this role. We will, however, consider applications from suitable skilled and experienced candidates without a qualification.

JOB DIMENSIONS	
Annual budgetary amounts	Direct £ Indirect £
Number of staff reporting to the job holder	Direct Reports – 1 Indirect Reports – 2
Any other relevant statistics/information	

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

ORGANISATION CHART
See attached

May 2022