



DEVELOPMENT DIRECTOR

Thank you for your interest in the post of Development Director.

Please find further information regarding this post below.

For an informal conversation about the post, please contact Greg Ripley-Duggan, Executive Producer, on 07976 700 881.

To apply, please complete the application form, with particular emphasis on explaining how you meet the person specification for the job.

The closing date for applications is **5pm on Friday 12 April 2013.**

You can post your completed application form to:

Charlotte Bath
Administrator and Executive Assistant (Ref: DD)
Hampstead Theatre
Eton Avenue
Swiss Cottage
London NW3 3EU

Or email: **jobs@hampsteadtheatre.com**

We would be grateful if you could also complete and return the equal opportunities monitoring form.

Yours sincerely

Neil Morris
Director of Administration and Associate Producer
neilm@hampsteadtheatre.com



DEVELOPMENT DIRECTOR – JOB DESCRIPTION

BACKGROUND INFORMATION

Twelve months of sell-out critical successes on the Main Stage and two West End transfers has re-established Hampstead as a leading theatre for new plays, creating a groundswell of new support. Producing 14 plays a year across two auditoria in a state of the Art building, Hampstead's ACE funding is confirmed until 2015.

Part of the core Management group, the Development Director heads a small team and is responsible for meeting ambitious fundraising income targets from individuals, corporates and trusts and foundations.

The successful candidate will be an experienced fundraising professional with a proven track record of building relationships with donors and partners and the strategic acumen to deliver increased levels of funding.

This role represents an extraordinary opportunity for a talented individual to help shape the future of an institution that is having a significant impact on the British theatre scene and beyond.



DEVELOPMENT DIRECTOR

JOB DESCRIPTION

RESPONSIBILITIES INCLUDE:

Strategic

- Implementing an effective fundraising strategy for Hampstead Theatre which achieves its annual financial target and supports all areas of the Company's work.
- Actively contributing to the overall management of the theatre via a close collaboration with the core management team.
- Developing and maintaining productive relationships with trusts, foundations and statutory bodies.
- Developing and maintaining productive relationships with individual givers, ensuring that individual giving schemes are well-managed and effective.
- Developing and maintaining productive relationships with the business and corporate community.
- Keeping aware of new developments in funding which may benefit Hampstead Theatre, and taking advantage of these as necessary.
- Ensuring that new relationships are brokered in all key areas of fundraising, whilst also maintaining the existing donor base.
- Ensuring that cultivation events contribute to the overall fundraising strategy.

Operational

- Managing, leading and motivating the development team to work to their full potential.
- Managing the budget of the department ensuring that expenditure is controlled and monitored and committed income is received and appropriately apportioned.
- Reporting on development activity to the Artistic Director and Board of Directors as required.



External relationships

- Presenting an effective and positive image for Hampstead Theatre, being available, as necessary, to present and promote Hampstead Theatre and its work.
- Networking effectively for the benefit of Hampstead Theatre.

Collaboration

- Working closely with Hampstead Theatre Trustees, the Development Board and Ambassadors and with other key individuals to ensure their support and energies are engaged in the fundraising strategy.
- Working closely with the Artistic Director and Executive Producer to ensure they are fully engaged in fundraising plans.
- Working closely with the Head of Marketing to ensure all promotional material necessary for the effective implementation of the fundraising strategy is in place.

General

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Equal Opportunities, Health & Safety and other policies at all times.
- Carrying out administrative work generated by the above activities.
- Undertaking any other duties as may be reasonably required.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



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PERSON SPECIFICATION

- A proven track record of achieving significant sums through fundraising including individual giving, sponsorship, applications to trusts and foundations and other sources.
- Experience of working to financial targets, reconciling financial information and preparing fundraising reports.
- Ability to contribute to the vision and leadership of the organisation at a senior level.
- Experience of developing and implementing fundraising strategies within the not-for-profit and/or arts sectors.
- Excellent negotiation, networking and advocacy skills, including public presentation skills.
- Excellent interpersonal and communication skills.
- Excellent people management skills and proven experience of managing staff.
- Experience of managing successful fundraising events.
- Ability to manage multiple priorities, work to deadlines and respond well to pressure.
- Available for evening and weekend events when necessary.
- Good working knowledge of the theatre industry and funding structures.
- A commitment to the objectives of Hampstead Theatre.



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TERMS AND CONDITIONS

Salary: Competitive, commensurate to the industry.

Hours: A normal working week is Monday to Friday, 10am to 6pm, although the successful candidate will be expected to manage their hours in accordance with the demands of the role. Naturally, the role will require regular evening and weekend work.

Contract: Permanent, subject to a three month probationary period.

Holiday entitlement: 25 days per year plus public holidays.

Other benefits:

- Interest-free season-ticket travel loans.
- 10% discount at Hampstead Theatre's Café Bar.