



115, Upper Street, N1 1QN | 0207 226 8561 | [kingsheadtheatre.com](http://kingsheadtheatre.com)

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## DEVELOPMENT MANAGER JOB APPLICATION PACK

The King's Head Theatre is looking for an ambitious, motivated and creative fundraiser, with a passion for small-scale theatre, to join our team as Development Manager as a time of unprecedented growth and change for the organisation. We are seeking an individual with proven development skills and a genuine enthusiasm for small-scale theatre. The ideal candidate will display an imaginative approach to fundraising, be a persuasive communicator and be capable of adapting to the changing needs of small, nimble charity.

In this application pack, you will find:

- An overview of the King's Head Theatre
- A job description
- A candidate profile

To apply for the role, please submit the following:

- A Covering Letter, detailing your suitability for the role
- A CV
- An equal opportunities monitoring form

Your CV and Covering Letter should be emailed to [alan@kingsheadtheatre.com](mailto:alan@kingsheadtheatre.com) with 'KHT Development Manager application' in the subject line.

Your equal opportunities monitoring form should be emailed to [info@kingsheadtheatre.com](mailto:info@kingsheadtheatre.com) with 'KHT Development Manager equal opportunities form' in the subject line.

The closing date for applications is **Wednesday 4th August 2021** at **6.00pm**. There will be two rounds of interviews, the first round will be held over video call on **Friday 6th August** and the second round will be in person on **Monday 9th August**.

Start dates are to be negotiated with the successful candidate, but it is hoped that the new Development Manager will join us before the end of July 2021.

<b>Job Title</b>	Development Manager
<b>Reporting to</b>	Executive Director
<b>Length of contract</b>	Permanent
<b>Salary</b>	£25,000 - £28,000 (pro rata), depending on experience
<b>Hours</b>	Flexible, from a maximum of 40 to a minimum of 24 hours per week, subject to discussion. Our standard office working hours are 10.00am - 6.00pm, Monday - Friday, with occasional evening and weekend work.
<b>Holiday</b>	20 days per annum plus bank holidays
<b>Location</b>	We are based in Islington, North London but are open to discussing home working arrangements
<b>Notice Period</b>	3 months
<b>Probation Period</b>	1 month

### **Our Organisation**

The King's Head Theatre was established in 1970. Passionate about championing ethically produced fringe theatre, we are known for our challenging work and support of young artists. In 2019, 116,151 audience members saw a show of ours: 44,607 at our 110-seater home on Upper Street and 71,544 elsewhere. At our home in Islington we had 774 performances in 2019 of 95 different shows. We are committed to fighting prejudice through the work we stage, the artists and staff we work with and by producing work for minority audience groups. We believe in fair pay for all on the fringe and create accessible routes for early career artists to stage their work; work we are passionate about. Last year we announced the theatre is on the move. Subject to a fundraising campaign, the King's Head Theatre will move into a custom-built space in the heart of Islington Square in 2022, directly behind its current home securing the future of the venue for generations to come.

Everyone at KHT is encouraged to have ownership over the theatre we make and the way the King's Head Theatre behaves. It is a truly rewarding working environment that values diversity of ideas, people and stories.

## **Staff Team**

Executive Director & interim CEO	Fiona English
Interim Programme Director	Heather Ruck
Associate Producer & Programmer	Rohan Perumatantri
General Manager	Alan Stratford
Theatre Manager	Richard Lambert
Assistant Theatre Manager	Christina Gazelidis
Marketing Officer	Adam Poland

## **Trainee Resident Directors**

Amber Sinclair-Case  
Matt Strachan  
Monty Leigh  
Ella Murdoch

## **Trustees**

James Seabright (Chair)  
Mary Lauder (Vice Chair)  
Kate Farrell  
Amanda Mascarenhas  
Amanda Moulson  
Molly Waiting  
Richard Williamson

## **Job Description**

In 2022, we hope to realise a creatively and financially sustainable future by moving to a new venue in Islington Square, neighbouring our current location. The proposals would see the creation of a 250 seat auditorium, along with bar, foyer and outstanding facilities for actors and audiences alike.

The Development Manager will help ensure the successful completion of our capital campaign fundraising target, with support from the Executive Director, and lead on individuals, trusts & foundations and statutory fundraising to maximise revenue and achieve organisational goals.

## **Role Objectives**

### Capital - Individuals

- Lead on prospect pipelines for all campaign prospects
- Organise site visits and asks
- Monitor prospect lists and timelines
- Work with the Executive Director in preparing and presenting asks to Individuals

### Revenue - Individuals

- Oversee the KHT Friends and Supporters Scheme
- Ensure the delivery of Development events and benefits
- Oversee renewals
- Convert emergency funding donors to regular revenue giving
- Ensure appropriate supporters' accreditation on website, print and other material - Assist with the management of the Board and Executive's prospects

### Trust and Foundations and Statutory

- Work with the Executive Director on the relationship management of the GLA - Deliver the timetable attached to the King's Head Theatre's GLA funding - Oversee the relationship with current trust and foundations
- Submit trust and foundation applications for both capital and revenue support in partnership with our external fundraising consultant and the Executive Director - Compile information for fundraising proposals as required
- Manage the deadlines and timelines associated with current funding requirements as well as prospective bids
- Provide monitoring and evaluation information to and ACE / DCMS around CRF funding

### General

Alongside all other King's Head Theatre staff members:

- ❑ Be an ambassador for the King's Head Theatre in London, nationally and internationally
- ❑ Represent the King's Head Theatre with diplomacy, discretion and courtesy at all times
- ❑ Work alongside the King's Head Theatre team for the good of the venue and its reputation, and to act always in the best interests of the King's Head Theatre · Promote the work of the King's Head Theatre both within the industry and to all potential audiences
- ❑ Work in an effective and compassionate way that contributes to the health and wellbeing of individuals within the organisation
- ❑ Undertake additional tasks as required, commensurate with the overall purpose of the post

**The King's Head Theatre is an equal opportunities employer.**

**This means we welcome applications from all sections of the community, and we encourage people with different backgrounds, skills and stories to join us and influence our working practice.**