

# King's Head Theatre

- est. 1970 -

115, Upper Street, N1 1QN | 0207 226 8561 | kingsheadtheatre.com

<b>Job Title</b>	Development Manager
<b>Reporting to</b>	Executive Director
<b>Length of contract</b>	12 months
<b>Hours</b>	Normal office hours are 10.00am - 6.00pm Monday – Friday. Flexible working can be explored. Some evening and weekend work will be required. Due to the current pandemic, this role will be working from home for the current foreseeable future.
<b>Salary</b>	£26,000-£30,000, dependent on experience
<b>Holiday</b>	20 days per annum (plus bank holidays)
<b>Notice Period</b>	1 month
<b>Probation Period</b>	3 months

## Our Organisation

The King's Head Theatre was established in 1970. We are known for our challenging work and support of young artists. In 2019 87,031 audience members saw a show of ours: 44,607 at our 110-seater home on Upper Street and 71,544 on tour. At our home in Islington we had 861 performances last year of 84 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.

In 2021, the King's Head Theatre aims to realise a creatively and financially sustainable future by moving in 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.

Despite challenges in 2020 due to Covid-19, the King's Head Theatre has secured 98% of its budgeted fundraised income alongside securing ACE and CRF funding.

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

## **DUTIES & RESPONSIBILITIES**

In a time of unprecedented growth and change for the King's Head Theatre, the Development Manager will help ensure the successful completion of the capital campaign fundraising target, with support from the Executive Director.

### **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

**Benefits**

- Chance to work flexibly in line with the King's Head Theatre's flexible working policy
- 6 comp tickets to each King's Head Theatre production, plus access to limited friends and family discounts, subject to availability
- Technology loan scheme
- Cycle to work scheme
- The chance to attend professional development and training opportunities