

Development Officer

The Bush Theatre is looking for a motivated and personable fundraiser to join our busy Development team. We would like to see candidates with experience in any fundraising income stream, in any part of the third sector.

The Development Officer will play a vital role in enabling the Development team to reach our ambitious fundraising target, with scope to work across Individual Giving, Trusts and Foundation, Corporate and Events. This role has a particular focus on the relationship management of our Star Supporters; including leading on their comms and events. This role offers the opportunity to collaborate with the Head of Development on strategy, our Marketing department on campaigns, and our Literary and Community departments to measure and champion impact.

The ideal candidate will have:

- Experience and knowledge of membership and/or supporter engagement activity and campaigns.
- Experience of event management including planning and delivery.
- Strong communication skills.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us a little about yourself and why this position interests you.
- Tell us what experience you have had that means you meet the person specification outlined in the job description; include practical examples.

- What would you be bringing to this role?
- Do you have any qualifications you want to tell us about?

1. Read the Job Description and Person Specification.
2. Apply through our recruitment portal [Breathe HR](#). Include a CV.

You can upload video or sound files using the We Transfer service <https://wetransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our [Equal Opportunities Monitoring form](#). This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you have any need for this information in a different format please contact our Theatre Administrator Chloe Wilson by emailing jobs@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications: 11.59pm on Thursday 31 October 2024

First Interview date: Wednesday 20 November 2024

Second Interview date: Friday 29 November 2024

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road.

We produce new plays and develop artists who see the world from a different vantage point and write stories for the many communities of contemporary London. Our diverse team and their range of experiences are vital to the Bush's success, but we still have work to do to make sure they fully represent the communities we serve. If you are excited about this role and the work we do, we want to hear from you even if you don't meet every criteria. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating anywhere in your application: 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme.'

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Development Officer Job Description:

Responsible to Head of Development

Background

Bush Theatre

Opened in 1972, the Bush Theatre is internationally renowned as '*the place to go for ground-breaking work as diverse as its audiences*' (London Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre has a commitment to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions *Red Pitch* by Tyrell Williams, *Lava* by Benedict Lombe, and *Invisible* by Nikhil Parmar. Bush Theatre Productions have taken the Olivier Award for 'Outstanding Achievement in an Affiliate Theatre' for the previous four years with Richard Gadd's *Baby Reindeer*, now a successful Netflix series, Igor Memic's *Old Bridge*, Waleed Akhtar's *The P Word* and Matilda Feyişayọ Ibini's *Sleepova* respectively. In 2023 the Bush was joint winner of The Stage's 'Theatre of the Year' alongside the Lyric Theatre, Belfast and produced

Sir Lenny Henry's first play *August in England* which was directed by Bush's Artistic Director Lynette Linton and Associate Artistic Director Daniel Bailey.

Since re-opening in March 2017 after a year-long £4.3 million renovation by architects Haworth Tompkins, the Bush has continued to create a space where all communities can be part of its future and call the theatre home.

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[Meet the Bush team](#)

Purpose of role:

We're a launchpad for stories, a stage for underrepresented voices, an incubator for talent, a sanctuary for writers, and a creative home for the community. We're a driving force evolving the British theatre canon, one new play at a time. We raise over half a million pounds each year to fund our work in developing artists, engaging young people, diversifying the arts, building community and championing unheard voices.

The Development Officer plays an integral part in this work, supporting or efforts to raise funds through trusts and foundations, individual giving, and corporate sponsorship.

Main Duties and Responsibilities:

Individual Giving

- Play a leading role in evolving and implementing our Individual Giving strategy, working closely with the Head of Development.
- Play an active role in conceptualising, launching and managing individual and ongoing fundraising campaigns.
- Manage the planning and delivery of events for Star Supporters including liaison with internal departments, freelance artists and catering.
- Hold and evolve the comms calendar for Star Supporters, including producing all first drafts, with conceptual and copy support from Head of Development.
- Collaborate with the Head of Development to create persuasive print and digital assets for acquisition, stewardship and retention.
- Collaborate with Marketing to conceptualise and run public facing fundraising campaigns across digital and print e.g. Bush Friend push.
- Collaborate with Marketing to evolve and run digital prospecting campaigns, including drafting copy and supporting Development Assistant with the creation of visual assets.
- Manage our database of donors and prospects, ensuring all information is accurate and GDPR compliant.
- Manage administration of individual giving and memberships, including accurately maintaining records and facilitating renewals.
- Provide stewardship for donors at most levels, both through written assets and communications and in person.
- Pro-actively lead cultivation of new Star Supporters from elsewhere in pipeline, including identifying prospects, strategising approach and leading acquisition.
- Book tickets for Star Supporters and prospects, and track all supporter benefits.
- Collaborate on the development of legacy giving at the Bush.

Events & Planning

- Manage the execution of Major Donor dinners, including logistics and practical setup and liaison with catering, internal departments and freelancers.

- Conceptualise, plan and deliver an annual Bush Friends Night in collaboration with Marketing.
- Collaborate with the Head of Development to plan and deliver an annual high-level fundraising dinner.
- Actively evaluate events qualitatively and quantitatively including ROI calculations.
- Maintain detailed income and expenditure records for each event.

Trusts & Foundations

- Draft applications for grants in accordance with our strategy, tone of voice, and existing content.
- Attend meetings and site visits with prospective or secured T&F as required.
- Provide stewardship for Trustees from secured and prospective T&F at events.
- Draft post-funding reports for existing supporters.
- Maintain and refine existing systems for information gathering, and collaborate with internal departments to regularly update content held. This may include liaising with freelance artists and programme participants.
- Conceptualise calendar and draft regular comms for T&F funders e.g. seeking opportunities to bring them closer to the funded strand of work via invitations to sessions.

Corporate

- Collaborate with Development Assistant to create pitch decks for Corporate prospects.
- Research corporate prospects as required.
- Support Head of Development with pitch preparation and site visits.
- Conceptualise calendar and draft regular comms for Corporate partners.

Administration

- Prepare and deliver briefing notes on prospects, and research profiles to inform fundraising strategy, with support from Development Assistant.
- Maintain detailed income and expenditure records for the department where required.
- Ensure funders and Star Supporters are appropriately credited on the Bush Theatre website, in playtexts and front of house.
- Hold responsibility for Gift Aid in terms of process, scheduling, accurate record keeping and GDPR compliance with support from Development Assistant.

- Maintain Spektrix with up-to-date contact information, supporter details, and Gift Aid declarations.
- Support the team as required by taking phone calls, drafting correspondence, overseeing mail, arranging meetings and representing the Bush Theatre in a professional and personable manner.

General

- Attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required.
- To keep up-to-date with fundraising and news in the theatre sector.
- Attend regular Company meetings.
- Actively develop and implement green policies and practices for the department.
- Adhere to, and actively contribute to all Bush Theatre policies, including Equalities (diversity, access and equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Bush Theatre.
- To act always in the best interest of the Bush Theatre.
- Any other duties as reasonably required.

Person Specification:

Essential Skills and Knowledge:

- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise, meet deadlines and achieve ambitious targets.
- Proven excellent communication skills, both written and verbal, such as funding applications, evaluation reports, individual donor communication and internal reporting.
- Accuracy and attention to detail across both administrative and creative tasks.
- An understanding of equal opportunity and cultural diversity issues in the delivery of our service.

Essential Attributes:

- An affinity for the mission, vision and work of the Bush Theatre and a passion to help achieve the theatre's success
- A positive attitude with a high level of self-motivation and the ability to work using your own initiative to problem solve and develop new skills

- A demonstrable commitment to creating an inclusive and welcoming work environment with a positive, flexible and enthusiastic attitude to collaboration, and an adaptable approach.

Required Experience:

- Experience of conceptualising, managing or helping deliver events for cultivation, stewardship or fundraising.
- Experience drafting or conceptualising communications and assets for acquisition and retention.
- Experience of fundraising in at least one strand from Individual Giving, Philanthropy, Trusts and Foundations, Corporate
- Experience maintaining administrative and reporting systems.
- Experience working in a GDPR compliant way with personal information.

Desirable Experience:

- Experience of collaborating on digital or print campaigns for prospecting or fundraising e.g. Big Give.
- Experience working with Spektrix.
- Experience managing budgets e.g. for events.
- Experience conceptualising an events calendar for stewardship.
- Experience of prospect research.
- Experience of producing reports for funders.
- Experience writing applications for Trusts and Foundation funding.

Terms and Conditions

Hours:	35 hours per week, 10am to 6pm Monday to Friday, although additional hours may be necessary to fulfil the requirements of the post
Salary:	£27,500 per annum pro rata
Holidays:	30 days per annum inclusive of Bank Holidays
Probation:	Three months
Contract type:	Permanent
Notice period:	1 month during probationary period, 3 months thereafter

Other Benefits:

- Interest-free season ticket loan (after probation) for employees

Bush Theatre

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7 Uxbridge Road
London
W12 8LJ

Box Office
020 8743 5050
Administration
020 8743 3584

Email
info@bushtheatre.co.uk
Website
bushtheatre.co.uk

- Cycle to work scheme for employees
- Complimentary tickets to all Bush productions subject to availability
- 20% discount on food and drink at the Library Cafe Bar
- Access to a confidential counselling service.