

DEVELOPMENT MANAGER - JOB DESCRIPTION

POST:	DEVELOPMENT MANAGER
REPORTING TO:	Head of Development
TERMS/HOURS:	Permanent, part-time (4 days @ 8 hours/day)
SALARY:	£26,500 to £28,000 pro rata (depending on experience)

About Polka Theatre

This position represents a perfect opportunity for an experienced and ambitious development professional with a focus on relationship management to play an active role in shaping the future of Polka. The post holder will play a key role in the development team as we go into our much-anticipated theatre redevelopment project.

This is an exciting time to be joining Polka. Since opening our Wimbledon home in 1979, over 3.5 million children, parents, teachers and carers have been through our doors and thanks to support from Arts Council England, the GLA and other major supporters, we now have an opportunity to redevelop and reimagine Polka for future generations.

Polka is already one of the UK's leading theatres for children, known for creating an exciting programme of pioneering productions and creative learning activities and with a specialism in Early Years theatre. Polka is a rare and special thing: an acclaimed producer of world-class children's theatre, an Arts Council National Portfolio Organisation, and arguably the only UK theatre venue exclusively for babies to 12-year olds. We attract over 90,000 visitors annually and are committed to making live theatre accessible to all young audiences.

Our mission is to give as many children as possible, from all backgrounds, the opportunity to experience thrilling, innovative, world-class theatre, and creative learning opportunities, in a welcoming space which they can call their own.

"Polka... Home to work that consistently respects and challenges its young audiences" *The Guardian*
"The place to be for children's theatre" *ayoungentheatre.com*

For more information about Polka Theatre and our work, please visit www.polkatheatre.com

Purpose of the job

- Relationship management and retention of existing trusts, corporate and individual donors
- To plan and deliver an annual fundraising event to meet an ambitious fundraising target
- To identify and secure new donors

Key responsibilities

1. Relationship management and retention of existing trusts, corporate and individual donors

- Liaise inter departmentally to collate information for funding applications and reports as required
- Write applications and evaluation reporting for current trust and foundation supporters
- Ensure commitments required under funding agreements are communicated to relevant staff and adhered to and that any reporting back to funding bodies is fulfilled as and when required

- Plan and maintain compelling, responsive and effective communications with a portfolio of existing Capital and Revenue donors and offer the highest levels of customer service
- With support from the Development Assistant, plan a series of enticing stewardship events/occasions which showcases Polka's charitable activities both relating to our Capital redevelopment and our ongoing theatre and community activities e.g. Polka 40
- Utilise Spektrix as a relationship management tool and keep all donor records up to date
- With support from the Development Assistant oversee donor crediting and thank donors for their support as agreed
- Support the planning for the launch of a new membership scheme during summer 2020

2. *To plan and deliver an annual fundraising event to meet an ambitious fundraising target*

- With support of the development team, to take lead responsibility for and deliver a high profile fundraising event and auction each year with an ambitious fundraising target E.g. Polka Theatre's Charity Golf Day or other, Including:
 - Manage senior volunteers and ticket selling committees
 - Secure auction items and event sponsors
 - Manage venue and third party suppliers to oversee effective delivery
 - Ensure delivery within the agreed budget and manage all financial processes, invoices and tracking of payments
 - Oversee and co-ordinate comms strategy for fundraising events
 - Oversee and co-ordinate administrative processes
- To support the development team and volunteers in the delivery of other established or volunteer led fundraising events throughout the year e.g. Polka Theatre's Charity Quiz night, VIP Party, Capital Business Dinners etc.

3. *To identify and secure new donors*

- Attend networking events and feed a pipeline of new prospects
- In compliance with GDPR, Utilise Spektrix effectively to help identify prospects from our existing database
- Keep up to date with policy and trends and help identify funding opportunities
- Support board communications and other departmental systems to ensure all new contacts for Polka are researched and notes kept up to date
- In compliance with GDPR ensure appropriate mechanisms are put in place to retain the contact information of event attendees and other new contacts for Polka
- Cultivate new relationships with donors through promoting and exposing Polka's charitable work and creating relevant and enticing opportunities for engagement

General

- To have a comprehensive understanding of Polka's redevelopment plans and how they will benefit our audiences
- To see Polka's productions and Creative Learning programme activities and be aware of the work of the other departments in the achievement of Polka Theatre's aims.
- To take an active part in communicating and co-operating with other staff and departments.
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records.
- Maintain Gift Aid records
- To work in accordance with the Equal Opportunities policy of Polka Theatre.

- To be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work.
- To take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or company aims.
- Undertake such other duties as may reasonably be required in pursuit of the overall job purpose.

Person Specification

Essential

- At least three years' experience in a fundraising, sales, communications or campaigning role
- Well organised, with excellent attention to detail, administration, IT & numeracy skills
- Methodical and systematic with experience of using databases: Spektrix, Raiser's Edge or other
- Excellent working knowledge of Microsoft Office (Word, Excel, Powerpoint and Outlook)
- Excellent written, verbal communication and presentation skills
- Team player with a positive, enthusiastic approach and passion for Polka's work
- Demonstrable skills in engaging with a range of stakeholders at a variety of levels
- Demonstrable experience of working towards and achieving targets
- Demonstrable experience of writing trust and foundation applications
- Experience of managing budgets
- Experience of delivering events or other operational experience
- An interest in theatre

Desirable Skills

- Direct experience of fundraising for a theatre or an arts project
- Experience of working for a charity
- Experience of delivering crowd funding or other online fundraising campaigns
- Previous experience fundraising for a capital or building project
- Experienced working with board members or/and senior volunteers
- Experience of delivering high profile fundraising events
- Experience of working with high profile patrons or artists

Personal Qualities

- A genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts, and an empathy with the objectives of Polka Theatre
- Resilience, reliability, responsiveness and curiosity to a changing internal and external environment
- A creative, strategic mind with the ability to generate innovative ideas
- Tenacity, an eye for detail as well as the big picture, a self-starter and strong 'completer-finisher'
- An understanding of personal strengths and weaknesses and their impact on others
- A desire to work in a culture where a creative and challenging exchange of ideas and productive dialogue is encouraged and expected

Salary: £26,500 to £28,000 pro rata (depending on experience)

Contract: Part-time (4 days per week), following a three month probationary period. The post-holder will be required to work on events outside normal working hours on occasion and will be required to undertake other activities (commensurate with the overall purpose and status of the post) as requested by the Head of Development to achieve Polka's fundraising strategies.

Holiday: 28 days per annum pro rata including statutory public holidays. On completion of the three month probationary period, you are entitled to take holiday accrued on a pro rata basis.

Pension: Employees are automatically enrolled into the company pension scheme administered by NOW Pensions after three months in post.

Notice Period: One month by either party during the probationary period and three months thereafter for both employee and employer.

We are willing to consider flexible ways of working in order to attract the right candidate.

To apply

Email your CV and a covering letter outlining your suitability for the post to Sarah Ruff, Head of Development, on sarah@polkatheatre.com or Polka Theatre, 240 The Broadway, Wimbledon SW19 1SB

Please also complete the equality monitoring form and return it to lynette@polkatheatre.com

Deadline for applications is 5pm on 21st March 2019

First interviews: 27th March 2019.

Start Date: From April 2019. Date to be agreed with successful candidate.

For further information go to our website <https://polkatheatre.com/jobs/>

Polka is funded by Arts Council England, London

Registered charity number 256979

Polka is an Equal Opportunities employer.