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**Head of Development
Recruitment - 2019**

About ETT

ETT create theatre of outstanding quality, imagination and ambition; work which interrogates and celebrates contemporary England and reflects the diversity of the nation. We have a singular commitment to touring work locally, nationally and internationally; enabling audiences everywhere to engage with the world around them.

The company works with exciting artists to stage an eclectic mix of new and classic work for audiences throughout the UK and internationally; theatre that is thrilling, popular and engaged in the contemporary world.

ETT celebrate the diversity of the nation, create connections between audiences nationally and places an examination of contemporary English identity at the heart of everything we do. ETT passionately believes that everyone, wherever they are in the country, deserves to have access to world class theatre.

Last year saw the company celebrate its 25th anniversary, it began the year with a critically acclaimed production of *A Streetcar Named Desire* directed by the 2017 RTST Sir Peter Hall Director Award-winning Chelsea Walker, followed by a major national tour of Richard Twyman's production of *Othello* and a celebrated revival of *Dealing with Clair* by Martin Crimp in a co-production with the Orange Tree Theatre.

This year ETT produced a major revival of *Equus* by Peter Shaffer in a co-production with Theatre Royal Stratford East, directed by award winning director Ned Bennett which toured the UK and transferred to Trafalgar Studios in July, as well as the world premiere of *Cougar* by Rose Lewenstein, directed by Chelsea Walker in a co-production with the Orange Tree Theatre and *The Funeral Director* by Iman Qureshi, winner of the 2018 Papatango award.

In the autumn ETT will tour the UK premiere of August Wilson's Pulitzer-Prize nominated, TONY and Lucille Lortel Award winning *Two Trains Running*, directed by the 2018 RTST Sir Peter Hall Director Award-winner Nancy Medina, in a co-production with Royal & Derngate Theatre.

We are based in London Waterloo; our premises comprise of offices, audition rooms, large rehearsal studios and a costume and props store. English Touring Theatre is a limited company and a registered charity and receives significant funding from Arts Council England and is a National Portfolio Organisation.

Head of Development

ETT is seeking a dynamic, ambitious and strategically focused Head of Development to work closely with the Executive Producer and Artistic Director, as well as an exceptional and dedicated Board of Trustees, to develop new prospects and strategic funding opportunities for the organisation.

The Head of Development will help to foster a culture of collaborative fundraising across the organisation, working with the team to identify development opportunities and secure funding from a range of sources. Applications are invited from individuals with significant experience in fundraising at a senior level.

Company Structure

ETT is led by the Artistic Director who is accountable to the non-executive Board of Directors.

English Touring Theatre Team

Artistic Director – Richard Twyman

Richard Twyman has been Artistic Director of English Touring Theatre since 2016 and has directed Othello (also Shakespeare at the Tobacco Factory/Tobacco Factory Theatres) and Martin Crimp’s Dealing with Clair at the Orange Tree Theatre for the company. Prior to this he was Associate Director (International) at the Royal Court Theatre between 2013-2016, where his directing work included Torn, Harrogate (also HighTide and UK tour), You For Me For You, Fireworks, The Djinn of Eidgah and PIIGS.

His other theatre credits include Les Liaisons Dangereuses (Tokyo) Henry IV Pt II (RSC), Ditch (Old Vic Tunnels/HighTide), Dr Marigold & Mr Chops (Theatre Royal Bath & UK Tour), Sixty-Six Books (Bush Theatre) and Give Me Your Hand (Irish Rep, New York - nomination for the Drama Desk Award 2012 for Outstanding Unique Theatrical Experience). Between 2003 and 2008 he worked at the Royal Shakespeare Company, where he was Associate Director to Michael Boyd on the multiaward winning Histories Cycle and for which he directed Henry IV Pt II.

Executive Producer – Sophie Scull and Lizzie Vogler (maternity cover)

Administration and Buildings Manager and PA to the Artistic Director – Annabel Winder

Producer – Andrew Hughes

Producer – James Quaife

Stage One Apprentice Producer – Craig Nom Chong

Creative Access Production Assistant - Christina McDougall

Head of Finance (PT) – Candida Ronald

Finance Officer (PT) – Gaya Kathatharan

English Touring Theatre Ltd. Board of Directors:

Dame Jenny Abramsky DBE, Chair of Royal Academy of Music and the Royal Ballet

Dan Bates, CEO Sheffield Theatres Trust

Paul Corrigan CBE, Management Consultant

Robert Delamere (Chair) co-founded Digital Theatre and Digital Theatre Plus, Executive Producer of Slam Films

Floriana Dezou, Artist

Paapa Essiedu, Actor

Michael Hatchwell, Corporate Lawyer

Olivia Highland, Associate Director of Corporate Partnerships, The Old Vic

Igor, Production Manager

Tara Wilkinson, Executive Producer, Underbelly

Renuka Venkatraman, Productions Business Analyst, Really Useful Group

English Touring Theatre Patrons:

Sir Ian McKellen
Stephen Mangan

The Role

Job Title: **Head of Development**

Reporting to: **Executive Producer**

Salary: **£40,000 gross p.a. (to be paid on a pro-rata basis)**

Principal Duties and Responsibilities:

STRATEGIC

To lead on fundraising activity at ETT, developing a combined strategic approach – addressing capital and revenue voluntary income in a complementary manner.

To work closely with the Executive Producer to ensure the Development Strategy meets the needs of the organisation.

To realise annual targets across Individuals, Corporate, Trusts & Foundations and Statutory sources and grow contributed income at ETT.

To work with the Executive Producer and the Board of Trustees to develop the vision for a capital project.

To ensure compliance with the General Data Protection Regulation (GDPR) legislation and Fundraising Code of Practice.

To work with the Executive Producer on the creation and management of a development sub-committee.

To support the Executive Producer in reporting to the Board on fundraising activity and strategy.

To develop a strong case for support document that can be utilised across the organisation.

TRUSTS AND FOUNDATIONS

To set and deliver against Trusts & Foundations targets and deadlines, identifying prospects including national and international charitable trusts and grantmakers, livery companies and family foundations.

To engage, establish and build relationships with grant funders and managers, including deepening engagement with prospects and stewardship of existing funders.

To lead on the writing of all funding applications, collaborating with other members of the team where necessary, ensuring applications for funding are tailored, deliverable and accurate, addressing grant-making priorities or requirements as specified by funders.

To oversee planning and completion of reports to funders.

INDIVIDUALS

To grow ETT's network of high net-worth individuals, helping to identify new prospects, leading on the stewardship of donors and ensuring their continued engagement with the organisation and our work.

To ensure administrative processes and best practice are consistently applied with regards to donor records, gift agreements, GDPR, acknowledgements and recognition, and pledge schedules.

To ensure that all donations are paid as pledged, creating a renewal strategy for each donor and writing reports, as necessary, on the impact of their support.

To ensure that the highest standards of service to all donors are maintained at all times with a view to encouraging excellent rates of renewal and upgrading to higher levels of giving.

To process Gift Aid through HMRC on a quarterly basis and to maintain accurate and organised records of Gift Aid claims.

CORPORATE

To work with the Executive Producer and Producer to identify businesses to become new Corporate supporters of ETT.

To build links with prospects, and identify a case for support that meets their objectives and delivers on ETT's fundraising targets.

To create compelling and tailored pitches, with innovative and interesting activation ideas, based on funders needs.

EVENTS

To lead in the planning and delivery of key development and cultivation events as required, including modelling budgets, conducting venue research and site visits and managing all aspects of logistical planning and execution.

To attend company events, greeting and speaking with supporters and stakeholders of all levels, acting as an ambassador for the company.

COMMUNICATIONS

To deliver clear and professional communication to ensure a high standard of supporter care for our supporters/donors.

To be responsible for a suite of print and communication tools to effectively recruit and maintain relationships with individual donors.

To ensure that funding bodies and individual supporters are credited in line with funding agreements/ agreed benefits policies wherever relevant.

FINANCE

To maintain up to date and accurate records on all donors and present regular activity and income reports to the Executive Producer and Head of Finance.

To insure the finance team have the most up to date information on current prospective individual income and cashflow.

GENERAL

To act as an ambassador for ETT by sharing the enthusiasm and passion the organisation represents.

To comply with ETT's policies including Equality, Diversity & Inclusion, Health & Safety, Fire, Safeguarding, and all other policies that are included within the Company Handbook.

To always look for ways to improve the organisation and actively feedback constructive ideas.

To support colleagues at all times and be prepared to take on any other reasonable duty, as required, to ensure the organisation always performs at its best.

To take an active role in your continuing professional development, identifying relevant training and opportunities

Person specification

Below is a list of the experience, skills and attributes that we're looking for but we know that not everyone can meet all of them. If you don't think you have everything on the list but know that you could make a real difference to English Touring Theatre then we encourage you to make an application.

- At least three years' experience in Trusts and Foundations and/or Individual Giving.
- Experience of devising, delivering, and monitoring fundraising strategies
- Experience of managing and developing high profile relationships and soliciting funds
- Experience of researching and completing applications to trusts and grant-making organisations
- Experience of developing evaluation plans
- Experience of reporting to Funders and key stakeholders
- Knowledge of The Fundraising Regulator's Code of Fundraising Practice
- An understanding of ETT's publicly funded context.
- Experience of budget control and management
- Experience of the subsidised or charitable not-for-profit sector
- Experience of working with a Board of voluntary trustees
- Strong leadership and interpersonal skills to deal effectively with internal and external relationships.
- Experience of planning and managing stakeholder events.
- An enthusiasm for ETT and its objectives.
- Excellent planning skills and good time management with the ability to prioritise workload – both individually and within a team
- Fluent communication skills, with the ability to present company objectives internally and externally.
- A demonstrable commitment to equality.
- Excellent people management and motivational skills and the ability to resolve conflict.
- Good IT skills including Microsoft Word, Outlook and Excel
- Ability to remain calm under pressure and in dealing with unexpected situations.

Terms of Employment

The Head of Development is a part-time position, working 3 days a week, and will be based at ETT's office at 25 Short Street, London SE1 8LJ.

Salary

The Salary is £40,000 gross p.a. (paid on a pro-rata basis)

Hours of Work

These will vary according to the nature of the workload, but generally will be a minimum of 21 hours per week. The normal office hours are 10am - 6pm Monday to Friday although some unsocial hours will be involved.

Overtime

No overtime will be paid.

Other Benefits

Pension Plan: The Head of Development will be enrolled in ETT's auto enrolment pension scheme. ETT will match a contribution of up to 5% of the annual income to the pension plan.

Travel Card Loan Scheme: ETT provides an interest free travel loan scheme to which all employees are eligible after successful completion of their probationary period.

Holidays

Employees are entitled to 20 days holiday (pro rata) during each holiday year excluding bank holidays.

Notice Period

One month during the three month probationary period; thereafter, three months in writing.

Recruitment Process

Deadline for Applications: **Wednesday 23rd October 2019, 12pm**

English Touring Theatre welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

We are part of the [Tonic Theatre](#) Advance Network; a four-year programme of activities, training, provocation and support led by Tonic designed to enhance our organisation's work on increasing opportunities for, and representation of, women over the course of the 2018-2022 National Portfolio cycle.

We also partner with [PIPA](#) (Parents and Carers in Performing Arts), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives.

How to Apply

Applications should be made by submitting:

- A full CV
- A covering letter, no more than 2 sides of A4, outlining your interest in and suitability for the role in line with the candidate brief and Person Specification.
- The names and contact details of two referees who are able to comment on you professionally. Please indicate how long and in what capacity your referees have known you. Please note, referees will not be contacted without your permission.
- A completed Equal Opportunities Form.

Assistance with travel costs for interviews is available if required.

As ETT strives to be more sustainable we will not accept applications made by post. Please email your completed application to **recruitment@ett.org.uk** before the date above.

More information about ETT can be found here: www.ett.org.uk although please note that this is currently a holding page with our new website coming soon.