



Development Manager

Job Description

Permanent contract – Part time (4 days, 30 hours a week). Salary £26,000 per annum (FTE £32,500).
Reporting to: Head of Communications and Development

The Development Manager will occupy a pivotal role in our fundraising team. Reporting to and working closely with the Head of Communications and Development, the Development Manager will be responsible for key areas of fundraising, including Trusts and Foundations, Individual Giving and Corporate Packages. The Development Manager will be a passionate and articulate communicator with a desire to nurture and cultivate relationships with current and potential funders.

Trusts and Foundations

1. To create and implement an annual plan for approaching Trusts and Foundations, building excellent relationships with supporters.
2. To research and identify local, national and international trusts and foundations that may be suitable for Malvern Theatres and to work with colleagues across the organisation to identify suitable projects which require funding.
3. To prepare and submit inspiring funding applications to suitable trusts and foundations.
4. To maintain clear and accurate records, and to correspond as required, to ensure that funders' requirements are fully met.

Individual Giving

1. To develop and manage effective relationships with individual donors. To recruit supporters and ensure the highest standard of donor care, including regular correspondence via the most appropriate format.
2. To deliver excellent standards of communication to build relationships with donors and to ensure that all communications incorporate appropriate key messages about the need for support.
3. To devise and execute specific fundraising campaigns, events, and schemes throughout the year.
4. To identify activities within Malvern Theatres that will appeal to prospective donors, including in-person and digital events.

Corporate Sponsorship

1. To communicate information about Malvern Theatres Corporate Sponsorship Packages and to maintain strong corporate relationships.
2. To ensure all corporate membership obligations are fulfilled.
3. To keep abreast of the corporate-cultural sponsorship landscape and trends, reporting and making recommendations as appropriate.

Reporting

1. To maintain and update relevant databases within GDPR guidelines.
2. To forecast trust and foundation income, as well as individual donor prospects.
3. To provide regular reporting as required and to monitor progress against appropriate fundraising targets.

General

1. To represent Malvern Theatres at internal and external events as appropriate, inspiring support for our core aims and ambitions.
2. To assist with any other duties that may become appropriate within Malvern Theatres.