



JOB DESCRIPTION

Job title

Development Officer

Contract type

Full time or 4 days over 5

Background Information

London Children's Ballet aims to inspire the pursuit of excellence and change lives through dance. For 25 years, London Children's Ballet (LCB) has been a leading dance charity in the UK. It is both a performance company and a registered charity, producing and staging new ballets in London's West End and running outreach work throughout the year in primary schools and disadvantaged communities. LCB offers extensive training and performance opportunities for free to talented children from all backgrounds, and unique exposure and experience for emerging choreographers, designers and composers. The charity provides access to productions and free dance experience for those who cannot afford it, and takes ballet into community for those who are physically unable to attend the theatre.

Innovative outreach programmes introduce ballet to disadvantaged primary schools and the elderly. Three touring companies perform for special needs schools, care homes and residential centres. Roughly 10,000 individuals are touched by the charity's work each year. Income targets are achieved through the annual production where 6,000 tickets sell out, and a fundraising programme consisting of annual support from trusts and foundations, individuals and events.

LCB is currently well supported by Trusts and Foundations to deliver the stability and growth the charity needs in order to fulfil its exciting vision for the future.

The Role

The Development Officer role is full time and currently based in Ladbrooke Grove, W10.

The Development Officer will be a core member of the LCB team, working directly with senior leadership to raise the budget required to deliver LCB's charitable and artistic work.

The Development Officer will be responsible for developing and delivering a plan for regular and one-off applications to trusts and foundations of varying sizes. Income from trusts and foundations typically provides one third of LCB's annual operating budget and is one of three essential pillars of the charity's fundraising strategy.

The Development Officer is responsible for supporting the formulation and implementation of a multi-year plan for grant applications to trusts and foundations. In relation to trusts and foundations, the role involves:

- Researching suitable trusts and foundations.
- Preparing an annual overview for applications, including plans for multi-year major grants balanced with single year grants.

- Collaborating with the LCB senior team (including the Finance Director and Operations Director) to prepare budgets for applications.
- Writing and submitting applications to trusts and foundations of varying sizes.
- Managing and developing strong relationships with current and potential supporting trusts and foundations.
- Monitoring the impact of LCB programmes for evaluation and feedback to trusts and foundations.
- Reporting to trusts and foundations.
- Identifying other areas where our donor foundations can provide support, such as training, pro bono support and introductions to potential partners.

In addition to this area, the Development Officer will have administrative responsibility for:

- Managing LCB's CRM database (ThankQ), keeping all records current
- Managing LCB's regular giving programmes
- Managing the communication with all LCB funders (private donors as well as trusts and foundations)
- Supporting the coordination of LCB fundraising events
- Working collaboratively to co-ordinate the production Premiere Committee and ticket sales and allocation for this major fundraising event

Desired Qualifications / Qualities

Excellent written skills, including an ability to write persuasively, accurately and succinctly are essential. Numeracy and confidence about the idea of discussing and understanding budgets is equally important.

Confident and persuasive verbal communication skills are desirable, both for developing relationships with trust and foundation executives and for effective working as part of the LCB team.

The ideal candidate will have been part of a fundraising team in a professional capacity. It is preferable for the candidate to have a minimum of 6 months working in a development capacity. It is particularly desirable to have some experience of fundraising for arts organisations, and to have a working knowledge of trusts and foundations interested in supporting the arts, education or work with young people.

An ability to think strategically and creatively in terms of identifying useful sources of funding is desirable.

The ideal candidate should also be highly organised, thorough and able to plan, follow through and deliver a schedule of applications.

An understanding and enjoyment of the arts or the impact of the arts on young people is also desirable, in order to be able to write in a compelling way about the work of LCB.

LCB is an equal opportunities employer and encourages applications from those from all backgrounds.

Salary

£22-£25k per annum, dependent on experience

Closing Date

Deadline for applications: Friday, 24th August

To apply, please send a copy of your CV and covering letter Victoria Davison at victoria.davison@londonchildrensballet.com. For additional information, please call 07960 557 705.