

BIRMINGHAM ROYAL BALLET

DEVELOPMENT OFFICER

- Department:** Development
- Based:** Birmingham Royal Ballet, Thorp Street, Birmingham, B5 4AU
(possibility of hybrid with at least 2-3 days in the office per week)
- Line Manager:** Senior Trusts and Research Manager
- Contract:** Permanent – Full time
- Salary:** c.£28,000
- Hours:** 40 hours per week, with occasional evening and weekends

Overview: Join Birmingham Royal Ballet's Fundraising Team as a Development Officer and play a key role in supporting income generation across a range of fundraising streams. This is a fantastic opportunity for an early-career fundraiser to broaden their experience and develop their skills within one of the UK's leading arts organisations, during a period of growing philanthropic engagement.

About Birmingham Royal Ballet and the role

Birmingham Royal Ballet (BRB) is one of the UK's leading cultural institutions, renowned for artistic excellence, technical innovation and a commitment to broadening access to ballet.

This newly created post plays a crucial role in connecting BRB's artistic vision, organisational priorities and wider public engagement. It is an exciting time to join under the leadership of our Director Carlos Acosta and Chief Executive Paul James as we enter a new 5-year planning cycle and a series of ambitious new ballet productions and initiatives.

Birmingham Royal Ballet is proud of its growing network of support from individuals, charitable trusts and corporate organisations and has built a culture of giving amongst audiences whilst utilising the support of colleagues from across the organisation.

The fundraising team are an integral part of the organisation consisting of seven members and raising in excess of £2m a year. You will be a key anchor for the team, supporting the infrastructure across all income streams and enabling the successful delivery of our Fundraising strategy.

Purpose of the role

The post holder will provide broad support for the Head of Fundraising and the Development Team working closely with all team members across all income

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streams. Your work will involve working closely with other departments such as finance, executive office and company office.

Key responsibilities - Supporting the Development team to achieve income targets via the following:

- **Corporate Partnerships & Events –**
 - Directly stewarding a small portfolio of corporate relationships, as designated by the Head of Fundraising with responsibilities including, but not limited to, regular communications, data management, management of corporate tickets and delivery of other bespoke membership benefits
 - Support with creating funding proposals for Corporates
 - Supporting the Events Manager on the delivery of BRB events such as opening nights and engagement events
 - Supporting events administration including RSVPS and monitoring the events inbox
- **Individual Giving and Trusts & Foundations**
 - Supporting the Trusts and Foundations team in the writing of reports and basic applications
 - Support the administration of individual giving schemes, including memberships and regular donors
- **Fundraising Administration and research**
 - Working closely with the Senior Trusts and Research Manager to undertake regular research into current and prospective individual supporters, trusts and foundations and corporate supporters
 - Working closely with Birmingham Royal Ballet's principal CRM Manager to manage processes for the Development team - i.e. processing gifts, gift administration, supporting portfolio tracking, event management, and customer list building.
 - Adding data onto BRB's CRM system Spektrix, and maintaining accurate donor records
 - Ensure all fundraising activity complies with UK charity law, the Code of Fundraising Practice, and HMRC Gift Aid requirements.
 - Acting as the first line of contact for the Development team – taking phone calls, dealing with enquiries, organising post, processing donations and responding to ad hoc supporter queries

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- Monitoring the Events and Partnerships inbox
- Management of Gift Aid claims and working closely with finance on reporting
- Logging of any Fundraising complaints
- Dealing with charitable requests from other charities
- Occasionally covering BRB reception desk
- Any other duties deemed appropriate by the Head of Fundraising and your line manager

Person Specification

- 1-2 year's fundraising experience (or relevant transferable experience)
- CRM experience such as Spektrix, Salesforce, Raisers Edge, Tessitura.
- Strong administrative and organisational skills and an ability to multi-task, prioritise and meet tight deadlines
- Strong written and verbal communication skills
- Strong research skills
- Excellent IT skills - Outlook, Word, Excel, PowerPoint
- A positive & collaborative attitude for thriving in a close-knit busy team.
- Self-starting ability and capable of acting on own initiative
- Welcoming, friendly and professional manner to support the teams relationship building with donors
- Willingness to travel and work occasional evenings and weekends – TOIL offered for any additional hours
- Ability to personally and passionately represent Birmingham Royal Ballet and understand our mission and values
- A commitment to inclusion, diversity, equality and access

Desirable

- A demonstrable interest in the arts and culture
- Experience in events management
- A demonstrable interest in philanthropy
- Experience of finance systems

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Additional Information:

- Opportunities for professional development and training
- A collaborative, creative and mission-led environment.
- This role may involve occasional travel to BRB venues across the UK
- Office days to be determined with colleagues, to ensure consistent cover across the team
- Competitive pension and holiday package.