

BIRMINGHAM ROYAL BALLET

JOB DESCRIPTION

Title:	Head of Fundraising
Department:	Development
Reports to:	Director of Income Generation
Hours:	40 hours per week including regular evening work and some weekends

BACKGROUND

Birmingham Royal Ballet (BRB) is one of the world's leading touring ballet companies. Our mission is to reach out and move people with great ballet and music. We create and perform work that is visionary, compelling and relevant with a profound social impact. We want to inspire, engage, entertain and educate audiences worldwide and are committed to reaching the widest possible audience regardless of age or social status with incredible dance and music.

Our home is in Britain's second largest city, but our life is on the road, performing over 140 shows every year at as many as 15 venues. We have 60 permanent dancers, BRB2 our junior company, and our outstanding orchestra, the Royal Ballet Sinfonia, led by Paul Murphy. Our annual turnover is c£14 million and we regularly perform to audiences each year of between 145,000 and 185,000. We tour world-class classical ballet to the widest possible audience in the UK and internationally; create new works that reflect the world we live in; and release the creative potential in people of all ages and backgrounds. Carlos Acosta CBE, one of the world's most famous dancers, joined Birmingham Royal Ballet as Director in 2020. His exciting vision has already succeeded in drawing attention nationally and internationally and is attracting new audiences and supporters to the company with radical new works such as the record-breaking *Black Sabbath: The Ballet*.

PURPOSE OF THE POST

We are seeking an experienced dynamic and strategic Head of Fundraising to lead our development function and grow the charity's fundraised income and partnerships. This is a new senior role, reporting to the **Director of Income Generation** and will build on our strong fundraising foundations.

You will lead the strategy for both Development and Events, strengthening fundraising and expanding our supporter base, which currently raises **c.£2 million annually**.

As Head of Fundraising, you will translate BRB's inspiring artistic and community work into compelling cases for support across all income streams, with a particular focus on **major donors**. You will lead an ambitious and talented Development team, working collaboratively across the whole organisation.

This role requires strong leadership, excellent people management, and outstanding communication skills.

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Direct Reports:

- Senior Manager, Individual Giving
- Senior Manager, Trusts and Research
- Senior Manager, Trusts and Foundations (0.6)
- Events Manager

Key Responsibilities

Strategic Leadership

- Develop, implement, and monitor a fundraising strategy aligned with BRB's business plan and organisational priorities.
- Lead and inspire the Development team to achieve ambitious targets.
- Work closely with the Director of Income Generation to contribute to the charity's overall strategic and business planning.
- Keep up to date with current and future trends in fundraising and philanthropy, making recommendations that will inform our approach and strategy.

Income Generation

- Set and manage annual income and expenditure targets for Development and Events
- Lead the strategy to secure and grow income from a diverse range of sources: trusts and foundations, corporates, major donors, individual giving, membership, legacies, and events.
- You will take a specific lead on a major donor portfolio, aiming to research, identify, and pursue new funding opportunities.
- Maintain oversight of grant applications, proposals, and reporting to funders, ensuring excellent stewardship and fundraising compliance.
- Undertake monthly and quarterly reporting Fundraising and Event income.
- Provide the leadership for a new Individual Giving Strategy and monitor the growth of Individual Giving Streams

Relationship Management

- Oversee the successful implementation of Development and Supporter Events to support fundraising goals for pipeline growth, as well as for cultivation, stewardship and profile-raising purposes.
- Act as a compelling ambassador for the charity with stakeholders, funders, and the wider arts community.
- Cultivate and steward relationships with donors, funders, and partners, ensuring excellent communication, recognition and reporting.
- Work closely with the Board of Trustees to leverage networks and fundraising opportunities.

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Management & Compliance

- Manage fundraising budgets, forecasting, and reporting to the Executive Leadership team and Trustees as required.
- Liaise with the Finance department to ensure that income is properly administered, including acknowledgement, financial receipts, maximising donation value and Gift Aid
- Ensure compliance with fundraising regulations, data protection laws, and ethical fundraising standards.
- Oversee the monitoring and evaluation of fundraising performance, reporting on KPIs.
- Use of the finance system (Access) to develop and interpret financial reporting for Development and Events
- Oversee Gift Aid and Direct Debit processes and compliance
- Act as a GDPR lead for the Development & Events

Person Specification

Essential

- Proven track record of delivering significant fundraising income in the charity sector.
- Demonstrable experience of major donor fundraising from Individual Prospects, with 5 and 6 figure gifts.
- Experience in developing and implementing successful fundraising strategies across all income sources.
- Exceptional communication, networking, and relationship-building skills, able to interact with stakeholders and partners at all levels.
- Strong financial acumen and ability to manage budgets and targets.
- Excellent organisational and project management skills.
- Excellent CRM skills and experienced in a portfolio management approach to fundraising.
- Understanding of restricted and unrestricted funding and appropriate treatment of funds
- Ability to lead and inspire colleagues and prior experience of line managing a team.
- Experience of setting and evaluation KPIs
- A commitment to diversity, access and inclusion
- Ability to work closely with colleagues with competing deadlines and across a variety of workplaces (BRB base, on tour, working internationally)

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- Willingness and ability to work evenings and weekends as required.
- Willingness and ability to travel when necessary for events and donor meetings.

Desirable

- Knowledge of the arts sector and passion for the role of the arts in society.
- Experience of working with a Board of Trustees.
- Formal fundraising qualification

This job description is a guide to the nature of the work required of the employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.