

MOUNTVIEW

Job Description

JOB TITLE:	Development Manager (2 Year Fixed Term Contract)
RESPONSIBLE TO:	Campaign Director
RESPONSIBLE FOR:	Development Officer
WORKS CLOSELY WITH:	Board of Trustees and Development Advisory Board Capital Committee and Capital Project Team Principal & Artistic Director, Executive Director and Executive Team Commercial Director and Head of Press & Marketing

BACKGROUND TO POSITION

Mountview has provided world-class drama training for actors, directors, stage managers, technicians and creative producers for over 70 years. The school has an impressive track record in providing non-traditional routes to training, partnering with arts organisations in a UK-wide scouting scheme and running an extensive outreach programme. 50% of students receive bursaries and Mountview's acting cohort is the most diverse of all their peer schools. Graduates have extraordinarily high rates of success, with 95% going on to work in the industry within a year of graduating.

Mountview has recently launched an ambitious project to move from its current home in north London to purpose-built premises in Peckham, the vibrant heart of Southwark. The new development is a public, cultural building, housing world-class training and performance facilities, and uniting the next generation of talent with local and professional artists through training courses, apprenticeship programmes, and two theatres. We will also provide the local community and young people with skills development opportunities and routes into training. There is nothing else like it in the UK.

The new building will open in autumn 2018 and the total cost of the project is £28.3m. The capital fundraising target is £6.5m, of which 64% has been secured, with six-figure gifts from the Backstage Trust, Garfield Weston Foundation, Sackler Trust, Foyle Foundation and Fidelity UK Foundation. We are now entering the theatre fit-out phase of the campaign, for which the target is circa £1.5m.

Alongside this capital project, Mountview is seeking to significantly expand revenue income streams by identifying opportunities for fundraising throughout its work, including new writing projects, community programmes, apprenticeships and outreach schemes, scholarships and non-restricted purposes.

Mountview, and the capital project, are led by Principal & Artistic Director Stephen Jameson and Executive Director Sarah Preece. Stephen is an experienced actor and director and was previously Associate Director at LAMDA. Sarah is a Clore Fellow and was Head of Finance at the Royal Court Theatre and Executive Director at Battersea Arts Centre. They are supported by a committed and high-profile Board led by Vikki Heywood, previously Executive Director of the Royal Shakespeare Company and currently Chair of the RSA and 14-18 Now.

MAIN PURPOSE OF POSITION

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The Development Manager is a key member of Mountview's Marketing and Development team, supporting the implementation and delivery of the fundraising strategy for Mountview's capital project and capitalising on the opportunities for future income generation, developing the legacy of the campaign and converting capital donors into revenue supporters.

Reporting to the Campaign Director, the post holder will develop ongoing revenue funding streams by working to embed a "culture of giving" within Mountview; by identifying fundraising opportunities across Mountview's work; by applications to trusts, foundations and individuals; and by development of regular giving through membership and alumni schemes.

The Development Manager will be responsible for the stewardship of all donors, including supporting the Campaign Director in the management of capital donors, as well as identifying and engaging new supporters.

KEY RESPONSIBILITIES

Strategic Development

- Working closely with the Campaign Director, Principal & Artistic Director, Executive Director and Executive Team, identify opportunities for fundraising throughout Mountview's existing work and future plans.
- Build on the legacy of Mountview's successful capital campaign to identify opportunities for further support and conversion of donors from capital to revenue.
- Refine and implement a fundraising strategy which will achieve an agreed target towards Mountview's revenue fundraising campaigns.
- Within the scope of the fundraising strategy, refine the Case for Support, tailoring it to different audiences.
- Working closely with the Campaign Director and Executive Director, take responsibility for setting and delivering fundraising forecasts and budgets and be responsible for preparing and delivering fundraising operational plans.
- With support from the Campaign Director, progress relationships with major donors, trusts and foundations, statutory bodies, landfill community funds and companies, working closely with the Executive Team, Board of Trustees and senior volunteers to agree the most effective means of approach and actioning accordingly.

Fundraising

- Working closely with the Campaign Director, Board of Trustees and Development Advisory Board (DAB), identify and cultivate new fundraising sources.
- Coordinate, administrate and attend the DAB, ensuring regular meetings and catch ups, following up on action points and maximising the DAB's potential.
- Develop and implement stewardship plans for all prospects and supporters, ensuring that they engage with Mountview in a meaningful way.
- Personally support the management of major donor relationships to successful outcomes, i.e. five- and six-figure gifts.
- Support with identifying, researching and exploiting new fundraising opportunities and innovations, including community, schools projects, new writing and outreach strands of work.

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- Work collaboratively with Mountview colleagues to establish new projects in line with wider business objectives, apply for funding and manage the expectations of all partners.
- Continue to develop and embed a culture of effective donor management across Mountview and implement the systems and controls to maintain its effective delivery.
- Ensure the evaluation of all fundraising activities is carried out to a high standard and that learning is communicated and implemented.
- Develop strong working relationships with colleagues, the Board of Trustees and senior volunteers, ensuring regular communication across the organisation.
- Write and submit applications and bids, follow up on progress and evaluate and report on outcomes.
- Develop and manage membership and alumni giving schemes.
- Working with the Campaign Director, Executive Director and Commercial Director, plan and deliver fundraising events and follow up to ensure development opportunities are maximised.

Organisational and Administrative

- Line manage the Development Officer.
- Produce accurate and timely reports on activities, outcomes and targets for the Campaign Director, Executive Director, Executive Team and DAB.
- Ensure the accurate keeping of financial and donor records for the department and generating any financial reports and projections as required.
- Support the Campaign Director in regulatory compliance with internal procedures alongside external requirements, e.g. GDPR, Gift Aid, VAT treatment, fundraising standards, practices and policies.
- Manage the fundraising budget and report to the Executive Director as required.

PERSON SPECIFICATION

Qualifications and Experience

- At least 3 years' fundraising experience, ideally some of which must have been spent managing a major fundraising campaign or period of significant fundraising growth.
- A demonstrable track record in securing donations from trusts and foundations, individuals and corporate donations.
- Experience of developing or supporting fundraising strategies, preferably within the arts and/or education.
- Experience of writing successful bids.
- Experience of managing external volunteers.
- Knowledge and appreciation of the performing arts and arts education.
- Experience of representing an organisation to supporters and funders.
- Experience of monitoring, reporting and forecasting against plans and budgets.

Skills and Abilities

- Skilled at preparing and presenting a compelling fundraising case in a variety of forms, in person and through written applications.
- Computer literate with attention to detail to a high standard.
- Highly proficient Microsoft Office user and confident in using a fundraising database.
- Target-focussed with effective time management, prioritisation and planning skills.

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- Excellent face-to-face communication and negotiation skills, including experience of dealing with senior level business people and major donors.
- Ability to understand the strategic objectives of Mountview and how the capital and revenue projects fit within them.
- Ability to represent Mountview internally and externally as a credible ambassador.
- Strong team player, proactive and results-driven.
- Consistent high level of donor care and responsiveness.
- A discrete, diplomatic and sensitive approach to the individual needs of some grant making bodies and philanthropists.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act.

The post holder must carry out their responsibilities with due regard to the non-smoking environment of Mountview.

This post is based currently at Wood Green, London N22, but with relocation to new premises in Peckham, London SE15, planned in autumn 2018.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £32K per annum, depending on experience.

Contract: 2 Year Fixed Term – with possibility of extension.

Hours: 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, including evenings and weekends, as agreed with the post holder and determined by the needs of the business.

Note: Mountview may consider creating a part time post for the right candidate.

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter. Mountview currently closes during the Christmas break, normally totalling up to 7 days, excluding bank holidays. This is an operational closure period and does not form part of annual leave entitlement, however staff employed by the Academy at that point will be paid for the total period.

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CLOSING DATE

The closing date for completed applications is **Wednesday 28 February at 9am**.

INTERVIEWS

Interviews are expected to take place in the week commencing **Monday 5 March**.

HOW TO APPLY

Please send a **covering letter** stating why you are interested in the post and your current salary, along with the **completed application form** by email (preferred) to alistairowen@mountview.org.uk or by post to Alistair Owen, HR Administrator, Mountview, Clarendon Road, London N22 6XF. All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.