

A person in a dark suit stands in a doorway, silhouetted against a bright, warm light. The person is facing away from the camera. In the foreground, the dark silhouettes of several other people's heads are visible, suggesting a group of people looking towards the person in the doorway. The overall atmosphere is dramatic and professional.

# **MOUNTVIEW**

**JOB DESCRIPTION FOR  
HEAD OF  
DEVELOPMENT**

# WELCOME TO MOUNTVIEW!



A message from Sally Ann Gritton  
Principal & CEO

I am so pleased that you are interested in working with us and we in turn are excited to meet you. You will discover that the staff team at Mountview are skilled, friendly and dedicated, and as a result Mountview is flourishing with creativity. Which takes me right to the heart of the matter - our core values which guide and inform everything we do and believe:

- **CHALLENGE THE STATUS QUO**  
doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.
- **CREATE BELONGING**  
welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity and Inclusion approaches; celebrating difference.
- **SUSTAIN THE FUTURE**  
environmental mindset, maintenance and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.
- **COMPASSIONATE COLLABORATION**  
elevating ideas by working together with respect, sharing our warmth, creativity and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.
- **TRANSPARENT COMMUNICATION**  
being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focused; ownership of responsibilities with clear accountability; observing data privacy.

I very much look forward to working with you.



## WE DO THINGS DIFFERENTLY

Whether through our Higher Education programme, our participation work or Mountview Exams, our training aims to develop skills, grow confidence, celebrate creativity and reward individuality.

As one of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Mountview is synonymous with exceptional Musical Theatre training and we are widely considered to lead the field as global innovators. We are proud to have launched our own examination board, offering graded Musical Theatre qualifications. Our unrivalled expertise brings a fresh approach, aiming to dismantle barriers and share our values with people of all ages and at all stages in their development.

Today's students join a constellation of graduates making their mark on the profession. Actors **Grace Hodgett Young** (*Sunset Boulevard*), **Ben Joyce** (*Back to the Future*), **Louisa Harland** (*Derry Girls*), Artistic Director **Rachel Bagshaw** (*Unicorn Theatre*), Musical Director **Sean Green** (*Get Up, Stand Up!*), Olivier Award-winning actor **Giles Terera** (*Hamilton*) and actor **Eddie Marsan** are just a few of our notable alumni.



## THE ROLE

<b>JOB TITLE:</b>	Head of Development
<b>REPORTING TO:</b>	Principal & CEO
<b>RESPONSIBLE FOR:</b>	Senior Development Managers
<b>TEAM SIZE:</b>	3 (inclusive of direct reports)
<b>WORKS CLOSELY WITH:</b>	Development & Alumni Relations Officer Marketing & Communications team Executive Team Board of Trustees Development Committee

## PURPOSE OF THE ROLE

The Head of Development is responsible for leading an outstanding fundraising function that delivers against targets, supports the organisation's strategic goals, builds new sources of income and develops longstanding and meaningful relationships between Mountview and its supporters and friends.

# MAIN DUTIES AND RESPONSIBILITIES

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.

## Fundraising & Alumni Relations

- Working closely with the Principal & CEO, to deliver against the current annual raised income target of 500k.
- Lead the development and implementation of a multiple-year fundraising strategy approved by the Executive Team.
- Grow the income target by approx. 5% per year over the next three years from individuals, trusts & foundations and companies.
- Produce well-crafted, persuasive and targeted proposals and funding applications, and make tailored presentations for donors and prospects.
- Develop and lead the delivery of Mountview's Alumni Relations strategy, engaging with this key stakeholder group to support institutional objectives and provide a lifelong association with Mountview.

## Communications, Events & Stewardship

- Lead the development of a calendar of innovative events designed to engage existing and potential supporters.
- Deliver a strategic approach to donor communications across email, website and printed materials.
- Work closely with the Marketing & Communications team to communicate a compelling case for support for Mountview that demonstrates our impact, across all public channels.
- Oversee the stewardship and continued growth of Mountview's donor base, ensuring outstanding donor care at all times and that all reporting requirements are met.
- Work with the Principal & CEO, Trustees and senior staff to manage and expand Mountview's network of supporters and advocates (including Ambassadors and Vice Presidents).

## Systems & Processes

- Ensure effective processes are in place for systematic prospect identification, research, prioritisation, donor solicitation, recognition and stewardship.
- Ensure the department's systems, policies and procedures are fit for purpose and updated as required, and that data is managed and recorded appropriately and efficiently.
- Maximise the use of data to support strategic goals, in particular CRM and Box Office system Spektrix, and that relevant data legislation such as GDPR is met.
- Work closely with the Finance team to ensure all funds are spent in line with any donor restrictions.
- Oversee the preparation and submission of Gift Aid claims.
- Be the organisational lead for fundraising regulation and practice, following all relevant processes and policies to effectively manage reputational risk and conflicts of interest in fundraising.

## **Leadership & Management**

- Line-manage and oversee the work and training of the Senior Development Managers, supporting them in the development of the Development & Alumni Relations Officer.
- Inspire and motivate a high-performing fundraising & alumni relations team, developing their skills and inspiring them to reach challenging targets.
- Be responsible for the department income and expenditure budgets, providing regular reports and business intelligence and ensuring that income is handled tax effectively.
- Work closely with the Chair of the Development Committee and Principal & CEO to agree agendas and prepare papers for the Committee, and ensure the Committee is supplied with good and timely information.
- Contribute to discussions and deputise for the Principal & CEO in Committee meetings as required.
- Build credibility and good working relationships with colleagues across Mountview to ensure fundraising is central.

## **Other Duties**

- Any other duties as may be reasonably required commensurate to the role.

## **Additional Information**

- The post holder must at all times carry out their responsibilities with due regard to Mountview's policies 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 2018, and must abide by any related policies and procedures.



# PERSON SPECIFICATION

Our person specification outlines the profile of our ideal candidate and their essential skills

## Knowledge and Experience

- Experience of devising and delivering a successful income generating strategy
- Demonstrable track record of fund-raising gifts of £100k+
- Experience of sourcing significant donations from trusts, individuals and corporations
- A demonstrable track record of developing high value relationships with donors, with a track record of success in the solicitation cycle, in asking for a donation, and in securing 5-6 figure gifts
- Experience of managing a small team

## Skills and Abilities

- Exceptional communication skills: ability to communicate clearly and persuasively, both in person and in writing, tailoring delivery to suit the audience
- Excellent relationship development skills and the ability to network effectively with a wide range of people
- Good management skills with the ability to lead, support and motivate a team to perform well and achieve targets
- Ability to demonstrate a high level of confidence and discretion when dealing with high level supporters
- Proven ability to organise and prioritise a demanding workload and to work effectively with minimum supervision
- Excellent numeracy skills and proven ability to devise strategic project budgets and to manage, monitor and report on income and expenditure effectively
- Ability to think laterally, see multiple relationships and identify links

## Personal Qualities and Attributes

- A team player, able to work collaboratively
- Resilient, able to contend with challenging targets and to work calmly under pressure
- Passionate advocate for the arts and for their ability to transform lives
- A passion for the performing arts
- Strong commitment to promoting and implementing Equality, Diversity and Inclusion
- Willingness to adopt a flexible and adaptable attitude to day-to-day workload
- Commitment to own professional development



## TERMS AND CONDITIONS

**Salary:** £50k+ per annum, depending on experience.

**Contract:** Permanent.

**Hours:** 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid break each day.

Additional hours may be required, as agreed with the post holder and determined by the needs of the business.

Mountview currently operates a hybrid working policy, 60% in the office and 40% remotely, where roles and responsibilities allow. This is a non-contractual arrangement, and we reserve the right to request that the post holder is in the office at any time during their working week.

**Holiday:** 28 days in the first year, including bank holidays, pro rata, rising to 38 days with length of service thereafter.

In addition, Mountview also has a paid (pro-rata) operation closure over the Christmas holiday period which total up to 7 additional days excluding bank holidays.

**Location:** This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business within Greater London as the organisation may require, or work from their own home for online delivery when necessary.

## OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension schemes with NOW Pensions.
- Access to interest-free season ticket loan post-probation.
- Access to a salary sacrifice cycle-to-work scheme post-probation.
- Generous sick pay.
- Enhanced family leave.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Access to Zurich Support Services providing free and confidential health and wellbeing support on emotional issues, financial services, family caring, daily living, legal information, life coaching and counselling support for you and your family.
- Confidential 24-hour counselling service available to you and your immediate family through DAS Counselling.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name retailers.
- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

# RECRUITMENT PROCESS

**Closing date:** Tuesday 13 January at 9am.

**Interview process:** A two-stage interview process with a task or presentation at the second stage.

**How to apply:** Candidates should submit a current CV, along with a cover letter of no longer than two A4 pages using Arial size 11 font.

Cover letters should demonstrate your suitability for the role with reference to the person specification and main duties and responsibilities of the role.

**Equal Opportunities:** We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to also complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

Mountview is committed to diversity and is an equal opportunities employer. We would particularly like to encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.

