

BLACKHEATH HALLS

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020 8318 9758
recruitment@blackheathhalls.com

Development Manager

Recruitment Pack



Blackheath Halls Opera:
Semele 2023
© Lidia Crisafulli

Development Manager

Blackheath Halls is looking for an enthusiastic Development Manager to oversee all aspects of fundraising for our programme and building.

This role would suit someone who enjoys a wide breadth of fundraising activity, from overseeing our Friends and Patrons membership scheme, building and sustaining relationships with high level donors, to submitting funding applications for our community engagement programme.

Having been through a multi-million pound building transformation over the past ten years, Blackheath Halls has a strong track record in fundraising, but there is a huge amount of potential for a new Development Manager to build on these foundations to ensure the continued financial health of the charity.

If you would like to apply, please complete the application form ([available here](#)) and equality and diversity monitoring form ([available here](#)). The deadline for applications is **Tuesday 5 November, 9am**. Interviews will be held on **Friday 8 November**.

We aim for our staff team to reflect the diversity of our local communities, and we encourage everyone with relevant experience who is interested in this role to apply.



If you require this document in a different format, or have any access requirements in order to be able to apply or interview for this role, please contact **Gemma Okell** at G.Okell@blackheathhalls.com or on **020 8318 9758**.

Please also contact Gemma if you would like to have an informal conversation about the role before submitting an application.

Thank you for your interest in this position, and we very much hope you will consider joining our team.



Great Hall: Blackheath Halls Opera Candide 2022

© Lidia Crisafulli

The Hearn Recital Room: Wihan Quartet 2022

© Ernie Savarese

Blackheath Halls

Blackheath Halls is an outstanding arts and community venue in the heart of south-east London, presenting a year-round programme of events in our two performance spaces, the Great Hall and The Hearn Recital Room.

We host many professional performances, and a popular community programme for people of all ages including a youth choir, orchestra and gospel chorus as well as one of the biggest annual projects, the Blackheath Halls Community Opera.

Blackheath Halls is owned by Trinity Laban and provides the Music Faculty with its regular base for large-scale student rehearsals and performances.

We also hire out our spaces for recordings and rehearsals by major London orchestras and other music groups, as well as for commercial hires and private events.

Over the past year Blackheath Halls' programme consisted of 964 live performances, rehearsals and other activities, attended by 54,556 people.

As a registered charity, we are able to offer this range of activity through income from ticket, hires and our in-house bar, along with support from various Trusts and Foundations, and generous members of our Friends and Patrons scheme.



Christopher Stark and Blackheath Halls Orchestra: Candide 2022

© Lidia Crisafulli

The Smartest Giant In Town 2022 © Ernie Savarese

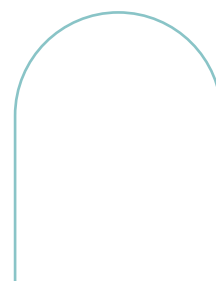
Blackheath Halls Youth Choir Christmas 2021 © Lidia Crisafulli

Blackheath Halls is the main concert
and rehearsal venue for Trinity Laban students.
Big Smoke Brass UK © James Keates jk-photography
Trinity Laban Symphony Orchestra © Trinity Laban



Job Description

Post	Development Manager
Reports to	Director, Blackheath Halls
Responsible for	n/a
Contract	Full-time (37 hours per week)
Salary	£27,000-£32,000 per annum depending on experience.



Overall Purpose of the Job

The overall purpose of this role is to take responsibility for fundraising for Blackheath Halls. Maintaining and building relationships with local supporters, fundraising event management, soliciting and following up on pledged donations, and working on charitable trust applications, this is a varied and fast-paced role.

Main Duties and Responsibilities

Fundraising, Event Management, and Donor Care

- Oversee a successful Friends and Patrons programme, taking responsibility both for its administration, and the cultivation of individual donors to maximise income
- Cultivate good relationships with donors and supporters, arranging meetings as needed and keeping them informed and engaged to encourage continued giving
- Plan and deliver scheduled fundraising events to a high standard and to meet key business/fundraising objectives
- Receive and acknowledge gifts according to gift protocols, record information accurately on the Raiser's Edge database and Spektrix box office system (supported by Trinity Laban's Data Manager), and prepare reports on fundraising income on a regular basis
- Prepare and deliver well written and engaging updates, reports and newsletters to donors, including the regular monthly bulletin
- Ensure donors and supporters are credited appropriately and accurately in programmes, on the website, on named seats, on donor boards or in any other agreed fashion
- Raise funds to support Blackheath Halls' creative programme and capital projects, including leading on and/or assisting with funding applications
- Act as an advocate for Friends and donors, their priorities and perspectives, across the breadth of Blackheath Halls' activities and within the staff team
- Act as a first point of contact for the Development Committee and Board members on fundraising, as well as arrange Development Committee meetings and prepare papers when necessary
- Lead on communications with the Box Office team to ensure smooth handling of membership processes, donor support and ticketing for high profile supporters and fundraising events.

General Responsibilities

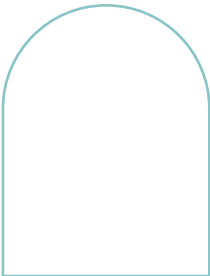
- To work closely with Trinity Laban's Development Department, ensuring an excellent flow of information between Trinity Laban and Blackheath Halls
- To adhere to all Blackheath Halls' policies and procedures, including Health and Safety, Safeguarding, Data Protection and Diversity and Equality
- To carry out any other responsibilities as may be reasonably required by the Director, Blackheath Halls

Criteria	Essential	Desirable
Qualifications		
Educated to A level standard or equivalent	✓	
Educated to Degree level or equivalent		✓
Fundraising or marketing qualification		✓
Experience		
Working in a customer/client-focused environment	✓	
Events management or other type of time-limited project management		✓
Working in development, fundraising or for a Friends or members organisation		✓
Working in the Performing Arts or Higher Education		✓
Database and Box Office System Experience, preferably Raiser's Edge and Spektrix		✓
Use of a mailing system such as Dotmailer		✓
Skills		
Excellent verbal communication and interpersonal skills, with the ability to communicate effectively with people of all ages and backgrounds	✓	
Excellent administrative and organisational skills, with strong attention to detail and a high level of accuracy	✓	
Excellent written communication skills	✓	
Able to take pro-active role in events and stewardship management	✓	
Strong IT Skills including MSOffice applications e.g. Excel & Word	✓	
Personal Qualities		
Enthusiasm for the arts and cultural and community events, particularly those of Blackheath Halls and Trinity Laban	✓	
Enthusiasm for fundraising and development	✓	
Shows initiative, generates ideas, and takes ownership of projects and activities	✓	
Swiftly forms productive relations with others	✓	
Able to work both independently and collaboratively	✓	
Likes targets and keen to meet or exceed them	✓	
Enjoys planning and working to timescales.	✓	

Summary of Terms and Conditions of Employment

Contract	Permanent after probationary period. Please note that this role is being offered as a permanent full-time contract. However we are open to discussion about part-time hours or taking this on as a freelance role with the right candidate.
Hours	37 hours a week, including occasional evening and weekend work.
Salary	£27,000-£32,000 per annum depending on experience. Salaries are paid on the 25th of the month into bank or building society accounts
Notice Period	1 month
Location	Blackheath Halls
Annual Leave	25 days in addition to Statutory, Bank and Public Holidays
Event Tickets	Complimentary tickets for most events at Blackheath Halls, subject to availability
Pension Scheme	Access to a NEST pension scheme, employer contribution 5%
Sick Pay	Blackheath Halls operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Blackheath Halls' own sick pay scheme
Car Parking	A limited number of parking spaces are available, subject to availability

Applicants must be eligible to work legally in the UK. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.



Blackheath Presents with SongEasel

Winterreise: Francesca Chiejina & Jocelyn Freeman © Nick Rutter



Equality and Diversity

Blackheath Halls is working hard to meet the aims and commitments set out in its Equality and Diversity Policy, including trying to ensure that everyone who applies to work with us receives fair treatment.

In order to help us achieve this aim, we kindly request that you complete a monitoring form.

We understand that some applicants will be hesitant to provide the details requested. Please be aware that any information you provide will not form part of the recruitment process. The information will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Although you do not have to complete the form, by completing as much of the information as you feel able to, you will be helping us to ensure that all applicants receive fair treatment when applying for jobs with us.

Equality and Diversity monitoring form [available here](#)

Blackheath Halls Opera
2021: Venus and Adonis
© Lidia Crisafulli
2018: Dido and Aeneas
© Robert Workman
2017: Der Freischutz
© Robert Workman



Taiko Meantime: Resonance Tour 2018

© Adam Kang Photography



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