

BLACKHEATH HALLS

Development Manager Job Pack

Blackheath Halls is looking for an enthusiastic part time Development Manager to oversee the development of our individual giving, and support ongoing community engagement and other revenue and capital fundraising initiatives.

This is a very exciting time to be joining Blackheath Halls as Development Manager, as we make the transition from the Friends of Blackheath Halls being a separate organisation, to becoming an in-house operation. For the right candidate there is a huge amount of potential to bring their experience to this role to transform our donor base, joining up our existing Friends and donors and ensuring the continuing financial health of the charity.

If you would like to apply, please complete the application form and equality and diversity monitoring form. The deadline for applications is **Wednesday 1 December at 9am**. Interviews will be held on **Wednesday 8 December**. If you would like a conversation prior to submitting an application please contact Gemma Okell at G.Okell@blackheathhalls.com.

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

Information about Blackheath Halls

Blackheath Halls is an outstanding centre for music and the performing arts in south east London, presenting a year round programme of performances and events. Blackheath Halls is used regularly by world-renowned orchestras and ensembles for recordings and rehearsals, as well as for a range of commercial hires and social events. Blackheath Halls is a wholly owned subsidiary of Trinity Laban Conservatoire of Music and Dance, and provides the Music Faculty with its regular base for large-scale rehearsals and performances.

Founded in 1895, Blackheath Halls has provided a venue for impressive artists past and present including Percy Grainger, Myra Hess, Romesh Ranganathan, Sir Simon Rattle, Monty Don, Kate Rusby, Sir Willard White and Robert Winston. The current programme includes music, comedy, talks and literary events, exhibitions and children's theatre as well as an outstanding community engagement programme. Blackheath Halls continued online and in-person activity wherever permitted over the past 18 months, thanks to support from our generous audiences and supporters, and funding from Arts Council England Culture Recovery Fund amongst others. For further information visit www.blackheathhalls.com.

Please note that this role is being offered as a permanent part-time contract at 30 hours a week. However we are open to discussion about different hours or taking this on as a freelance role with the right candidate, so please do still apply in the normal way and this can be discussed further at interview.

As an equal opportunity employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

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 020 8318 9758.

Job Description

Job Title:	Development Manager
Reporting To:	Director, Blackheath Halls
Contract:	30 hours a week
Salary:	£23,264-£26,936 per annum pro rata (ie £18,862-£21,840 per annum for 30 hours per week) dependent on experience

Overall Purpose of the Job

The overall purpose of this role is to take responsibility for fundraising for Blackheath Halls, including overseeing the smooth transition to an in-house Friends scheme.

Maintaining and building relations with local supporters, running fundraising events, 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 the transition to a successful in-house Friends scheme, taking responsibility both for its administration, and the cultivation of individual donors
- Cultivate good relations with donors and supporters, setting up meetings as needed and keeping them informed and engaged to encourage continued giving
- Plan and deliver scheduled fundraising events to a high standard of guest satisfaction
- Coordinate volunteers and support staff at events
- 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 gift 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 the community engagement programme at Blackheath Halls, including 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

General Responsibilities

- To work closely with Trinity Laban Conservatoire of Music and Dance’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

Person Specification

Criteria	Essential	Desirable
Qualifications		
Educated to A level standard or equivalent	X	
Educated to Degree level or equivalent		X
Fundraising or marketing qualification		X
Experience		
Working in a customer/client-focused environment	X	
Events management or other type of time-limited project management		X
Working in development, fundraising or for a Friends or members organisation		X
Working in the Performing Arts or Higher Education		X

Database and Box Office System Experience, preferably Raiser's Edge and Spektrix		X
Use of a mailing system such as Dotmailer		X
Skills		
Excellent verbal communication and interpersonal skills, with the ability to communicate effectively with people of all ages and backgrounds	X	
Excellent administrative and organisational skills, with strong attention to detail and a high level of accuracy	X	
Excellent written communication skills	X	
Able to take pro-active role in events and stewardship management	X	
Strong IT Skills including MSOffice applications e.g. Excel & Word	X	
Personal Qualities		
Enthusiasm for the arts and cultural and community events, particularly those of Blackheath Halls and Trinity Laban	X	
Enthusiasm for fundraising and development	X	
Shows initiative, generates ideas, and takes ownership of projects and activities	X	
Swiftly forms productive relations with others	X	
Able to work both independently and collaboratively	X	
Likes targets and keen to meet or exceed them	X	
Enjoys planning and working to timescales.	X	

Summary of Terms and Conditions of Employment

Contract: Part time permanent contract after probationary period

Hours: 30 hours a week, including occasional evening and weekend work

Salary: £23,264-£26,936 per annum pro rata (ie £18,862-£21,840 per annum for 30 hours per week) Salaries are paid on the 25th of the month into bank or building society accounts

Notice Period: 1 month

Location: You will be based at Blackheath Halls for at least one day per week, and when events and in-person meetings take place. Additional hours can be worked from home by agreement.

Annual Leave: 25 days pro rata in addition to Statutory, Bank and Public Holidays

Complimentary tickets: complimentary tickets for most events at Blackheath Halls, subject to availability

Pension Scheme: Access to a NEST pension scheme

Sick Pay: Blackheath Halls operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Blackheath Hall's 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.