

LAMDA

JOB DESCRIPTION

JOB TITLE	Development Manager (Philanthropy)
TYPE OF CONTRACT	Maternity cover, full-time, 1 year fixed term
RESPONSIBLE TO	Director of Development
GROSS ANNUAL SALARY	<p>£34,858 -£39,233</p> <p>Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range</p>
HOURS OF WORK	35 hours per week (9.30am – 5.30 pm) plus occasional evening and weekend work, as and when necessary
KEY WORKING RELATIONSHIPS INTERNAL	Director of Development and Development colleagues, Marketing, Finance, Student Services and Drama School
EXTERNAL	LAMDA supporters and alumni, external suppliers
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations.
BENEFITS	After 6 months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) GROUP LIFE ASSURANCE	LAMDA offers a death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(2) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.
(3) MATERNITY, PATERNITY AND ADOPTION PAY Enhanced maternity, paternity and adoption pay will be made for eligible employee.	

JOB PURPOSE

Maximise philanthropic income to LAMDA through the proactive cultivation, solicitation and stewardship of major donors, with a focus on Trusts and Foundations and legacy giving. Lead on strategic prospect research across the Development Team to identify new funding opportunities.

DUTIES AND RESPONSIBILITIES

Major Gifts

- Proactively manage a personal portfolio of major donors and prospects (including individuals, Trusts and Foundations, and corporates) at every stage of the giving cycle to meet ambitious KPIs.
- Cultivate, solicit and secure major gifts (£10k+), building long-term relationships with LAMDA's key supporters.
- Work with colleagues and beneficiaries to create bespoke cultivation opportunities, tailored cases for support and compelling funding applications for both individual and institutional funders.
- Deliver excellent stewardship, including timely fulfilment of grant obligations, high-quality impact reporting and recognition opportunities.

Legacy Giving

- Lead on the development and delivery of a new legacy giving programme
- Grow LAMDA's legacies pipeline through targeted cultivation and stewardship activities
- Build relationships with legacy pledgers and their representatives
- Work with solicitors and legal professionals, as appropriate
- Develop marketing and communications materials to promote legacy giving

Prospect Research

- Lead on strategic prospect research for the Development Department as a whole
- Work collaboratively across the organisation to identify and acquire new donors, maintaining a healthy major gift pipeline
- Utilise research tools and databases to identify major gift prospects
- Provide research briefings to support cultivation and solicitation activities

Other Duties

- Line manage the Development Officer who is primarily responsible for data management and reporting, financial processing and operational support
- Maintain accurate records on Raiser's Edge in relation to your areas of work, in line with data protection regulations
- Work with the Marketing and Communications Team to ensure the relevant pages of the website are kept up to date
- Support departmental events organisation and delivery, particularly in relation to LAMDA's high-profile biennial Gala
- Adhere to the highest standards of fundraising best practice, as well as data protection and financial regulations at all times
- Work in accordance with LAMDA's Equal Opportunities Policy, promoting equity, diversity and

inclusion

- Undertake health and safety duties and responsibilities appropriate to the role
- Undertake continuous professional development
- Undertake other activities that may be required by the Director of Development

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS AND EXPERIENCE	<ul style="list-style-type: none">• Excellent written and oral communication skills• Highly efficient and organised, with proven ability to manage and prioritise workload and meet tight deadlines• A good eye for detail to ensure high standards while working under pressure• Ability to exercise discretion and manage sensitive and confidential information• Administrative experience• Good project management skills• MS Office and database skills• Strong numeracy and literacy skills• Fundraising experience including individual giving, Trusts and Foundations, corporates and legacy giving• Experience in strategy	<ul style="list-style-type: none">• Experience of Raiser's Edge• Line management experience• Experience of securing £10k+ gifts	Application and interview

	<ul style="list-style-type: none"> • Professional training in prospect research 		
KNOWLEDGE	<ul style="list-style-type: none"> • Best practice in professional fundraising, including data protection and financial regulations 	<ul style="list-style-type: none"> • Knowledge of the performing arts (theatre, film, television), Higher Education and charity sectors 	Application and interview
QUALITIES	<ul style="list-style-type: none"> • Confident and personable, able to relate to people at all levels and from various backgrounds • A can-do attitude and natural problem-solver • Self-motivated to set and meet objectives and deadlines • Creative thinker who takes initiative • Diplomatic • Open-minded team player 		Application and interview

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Disclosure' check. Expenses will be met by the Academy