

## JOB DESCRIPTION

<b>JOB TITLE</b>	Development Manager
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<b>RESPONSIBLE TO</b>	Director of Development
<b>GRADE AND SALARY</b>	Grade 4 £30,600 to £34,500  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
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS</b>	Director of Development, Development Team, Heads of Departments, Finance Team, other staff across LAMDA
<b>INTERNAL</b>	
<b>EXTERNAL</b>	LAMDA's individual donors and alumni
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
<b>PENSION</b>	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
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	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
<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest-free loan for the purchase of an annual season ticket

<b>(3) GP 24</b>	Staff will have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(4) EMPLOYEE ASSISTANCE PROGRAMME</b>	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.

## JOB PURPOSE

Maximise philanthropic income to LAMDA through the proactive cultivation, solicitation and stewardship of individual donors, including alumni

## DUTIES AND RESPONSIBILITIES

### Fundraising

- Proactively manage a personal portfolio of individual members, supporters and prospects at every stage of the giving cycle, in order to meet ambitious KPIs
- Maximise the impact of donations through tax-efficient giving
- Take the lead on regular giving, including annual appeals
- Deliver and grow LAMDA's Patrons and Membership Programme
- Undertake prospect research and work collaboratively across Development and the organisation to acquire new individual donors
- Deliver and develop LAMDA's legacy giving programme, including marketing and administration
- Develop and implement a supporter engagement programme with the assistance of the Development Officer, including regular communications and events, as well as bespoke reporting, where relevant
- In collaboration with the Director of Development, identify activities of interest around which to build a programme of regular events for stewardship and cultivation purposes, including the high-profile biennial Gala (managed externally)
- Lead on events planning and delivery, managing invitations and bookings, and coordinating internal and external stakeholders

### Other duties

- Maintain accurate records on LAMDA's CRM system, Spektrix
- 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 and any other activities that may be required by the Director of Development

***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 'Enhanced Disclosure' check. Expenses will be met by the Academy.***

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<p>Confident and friendly communicator on the phone and in person</p> <p>Excellent written and oral communication skills</p> <p>Highly efficient and organised, with proven ability to manage and prioritise workload and meet tight deadlines</p> <p>A good eye for detail to ensure high standards while working under pressure</p> <p>Ability to exercise discretion and manage sensitive and confidential information</p> <p>MS Office and database skills</p>		CV/Cover letter/ Interview
<b>KNOWLEDGE</b>	<p>Individual giving and/or regular giving programmes</p> <p>Best practice in professional fundraising, including data protection regulation</p>	Performing arts (theatre, film, television), Higher Education and the charity sector	CV/Cover letter/ Interview
<b>EXPERIENCE</b>	<p>Fundraising experience</p> <p>Some experience in project management</p>	Experience of Spektrix	CV/Cover letter/ Interview
<b>QUALITIES</b>	<p>Confident and highly personable</p> <p>Warm and approachable manner</p> <p>A can-do attitude and natural problem-solver</p> <p>Self-motivated to set and meet deadlines</p> <p>Ability to inspire support from a broad range of people</p> <p>Creative thinker who takes initiative</p> <p>Diplomatic and confident at dealing with people at all levels</p> <p>Team player</p>		CV/Cover letter/ Interview

## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.