

July 2019

Dear Applicant,

## Head of Development

The Gate Theatre is seeking to appoint a Head of Development to join the Gate's small but dynamic team. Please find below a job description, alongside a brief overview of the Gate and a candidate profile to help you with your application.

## HOW TO APPLY

Please submit

- A CV
- A cover letter outlining your suitability for the role (no more than 2 pages)
- an equal opportunities monitoring form (via link)

Your application should be sent to:

E-MAIL [lise@gatetheatre.co.uk](mailto:lise@gatetheatre.co.uk)  
with HEAD OF DEVELOPMENT APPLICATION in the subject line

or POST to Lise Bell, Gate Theatre Offices, 12 Pembridge Road, London W11 3HL  
with HEAD OF DEVELOPMENT APPLICATION marked on the envelope

Closing date for applications is Wednesday 14<sup>th</sup> August at midday. First interviews will be held on Wednesday 21<sup>st</sup> August.

The ideal start date is Monday 14<sup>th</sup> October 2019.

Thank you for your interest in this post.

Yours faithfully,



Lise Bell  
Executive Director

## About the Gate Theatre

The Gate Theatre was founded in 1979 to present ground-breaking international plays to a London audience. Today, the Gate exists to make international theatre that asks essential questions about ourselves, each other and the world. Our work investigates what it means to be alive now.

We imagine our work as a live conversation with our audience. Everyone is welcome in our intimate 75 seat theatre. Our space transforms with every production - no two visits are ever the same. We nurture the best and most diverse new talent to push the boundaries of what theatre is and what else it could be. We create space for radical, inventive thinking to surprise, delight, challenge and inspire.

## An introduction from the Artistic Director, Ellen McDougall

This is just a brief note to say hello to anyone thinking about applying for the position of Head of Development. I hope it can help to contextualise the other information about the job, and give you a sense of what it might be like to work with us at the Gate. We are really passionate about receiving applications from the widest possible range of applicants, so please do get in touch with us if we can send you the application materials in a different format, or if you have any questions at all about how we can make the process accessible for you.

I wanted to run the Gate Theatre because I fell in love with the space, its international outlook, and its history of producing trailblazing, radical theatre. I'd never been an Artistic Director before, so there was also loads I didn't know about what it might entail.

Since I started, I've begun to understand more about the amazing community we are part of - both on our doorstep, and just up the road in North Kensington. It's one of the most diverse areas of London. Finding ways to engage with our locals, getting out of our building and working with our community partners, as well as making our work as accessible as possible, is a really important part of what we do. It forms part of how we think about who we are - we make innovative international theatre, and we want that to be in conversation with our audience and our local community.

The Gate is a really unique company because of how small we are, how limited our resources are - and how far we make them stretch! Nearly all of us in the team - including me - are doing the jobs they have here for the first time. We are a young, diverse, dynamic team, and we enjoy the challenge of working out how to do things for the first time, with the amazing support of our Board, and opportunities to learn and develop as we go. We produce work we are proud of and enjoy the challenge of increasingly ambitious projects.

The Gate welcomes, and indeed thrives on, passion and love as much as it does a lengthy CV or amazing qualifications. So if you are thinking it might be your dream job but you wish you had a few more years of experience, or more qualifications, please don't let that be the reason you don't apply. The Gate is a place to learn, take on new challenges and do things for the first time.

## Our Team

The Gate is run by a small and dynamic team. We seek out individuals who care passionately about theatre making and about the experience of our audience members.

Ellen McDougall	Artistic Director and Joint CEO
Lise Bell	Executive Director and Joint CEO
Anthony Simpson Pike	Associate Director
Jenny Pearce	Producer
Seetal Kaur	Theatre Co-Ordinator
Valerie Isaiah	Projects and Community Officer
Hannah Dunne	Theatre Manager
Ed Francis	Head of Development
Emma Digby	Senior Marketing Officer
Aliya Siddique	Development and Marketing Assistant
Zahran Ahmed	Theatre Administrator Apprentice

## **Job Description**

### **Head of Development**

**Responsible to:** Executive Director

**Responsible for:** Development and Marketing Assistant

The Head of Development plays a vital part in the bold and exciting work of the Gate Theatre. Every year, we have to raise over £240,000 through fundraising and we are looking for a tenacious individual to take on this challenge through our 40<sup>th</sup> Anniversary season and beyond, with some exciting projects in the pipeline.

Leading on all areas of fundraising, the Head of Development has responsibility for looking after our portfolio of individual donors, researching and cultivating prospective supporters, delivering fundraising events, managing relationships with Trusts and Foundations and developing a network of relationships with local businesses to support the Gate's work.

*(Please note: the Head of Development is not responsible for the Gate's Arts Council NPO grant.)*

The Head of Development works closely with the Executive Director to shape and plan the long term fundraising strategy for the organisation and has the opportunity to work with senior stakeholders, including the Board, and is responsible for managing the Gate's Development Working Group who support us to reach our ambitious individual giving targets, delving into our local Notting Hill community and beyond.

The successful applicant will have the opportunity to gain a real insight into the creative work of this small and dynamic theatre, working closely with all departments. This role would suit someone with at least three years' experience in fundraising and who is now looking to step in to a senior role.

#### **Duties and Responsibilities**

- Develop and deliver the Gate's fundraising activities, in line with the Gate's Business Plan and Fundraising Strategy.
- Work with the Senior Management, Board and Development Working Group to spot new fundraising opportunities and increase the Gate's private income stream.
- Plan and deliver a year-round series of cultivation and fundraising events.
- Line manage the Development Assistant.

#### **Individual Giving / Major Gifts**

- Maintain and grow the Gate's significant portfolio of existing and potential individual donors, keeping detailed and up to date records.
- Build strong relationships with current donors, meeting with them regularly.
- Cultivate and track new supporters found through research, or through the Gate's Development Working Group.
- Manage the system of annual renewal letters and timely thank you correspondence.
- Provide the highest level of customer care for all donors and deliver all benefits as part of the Gate's individual giving ladder.
- Co-ordinate donor communications and mailings, e.g. Press Release emails, Director's Appeal campaigns, invitations to events, production mailings.
- Manage the whole Gate team's ability to provide benefits to donors (including Front of House staff), and train them on the Gate's Case for Support.

#### **Trust and Foundations**

- Research and identify funding opportunities to support our core work and projects.
- Write funding applications, with support and an overview from the Senior Management team.
- Monitor and evaluate projects funded.
- Work closely with the Gate's artistic staff to communicate our plans clearly and passionately.

## Events

- Plan and deliver a year-round series of donor events, including Supporter's Nights, breakfast briefings and an annual donor trip to the Edinburgh Festival.
- Plan and deliver a fundraising event in celebration of the Gate's 40<sup>th</sup> Anniversary in 2019, along with other one-off fundraising events to increase revenue through this stream of income. Create and manage cultivation and benefit-based donor events, to the highest possible standard.
- Pre- and de-brief all relevant staff and Board members attending events, actioning follow up as appropriate

## Corporate Support

- Research and act on new opportunities for corporate sponsorship and gifts in kind, within the Gate's Ethical Fundraising Policy.
- Work alongside the Gate's wider marketing and audience development initiatives, to make the theatre even more visible in our local community.

## Database

- Lead on utilising Spektrix (box office database) for all fundraising activity.
- Responsible for using audience and donor data to support the Gate's fundraising activities, ensuring that all activity is GDPR compliant.

## Finance

- Responsible for all development expenditure, making sure you work within budget.
- Create a phased income budget that feeds the annual budget (as set by the Executive Director and Board), and report on progress monthly.
- Support the Development Assistant to generate Gift Aid records and run Gift Aid claims.
- Maintain detailed records and correspondence to support the annual audit process.
- Work with the Head of Finance to track all fundraised income.

## General

- Share responsibility with the rest of the Gate staff for day-to-day office management, box office calls and Front of House duties (rota based).
- Promote the work of the Gate both within the industry and to all potential audiences.
- Work alongside the Gate team for the good of the venue and its reputation, and to act always in the best interests of the Gate.
- Work within the Gate's Equal Opportunities statement; Green Gate Action Plan; and Health and Safety policies and procedures.
- Applicants must be prepared to work some evenings, public holidays and weekends.

## Candidate Profile

Below is a list of the experience, skills and attributes that we're looking for but we know that not everyone can meet all of them.

If you don't think you meet everything on the list but know that you could make a real difference to the Gate Theatre then we encourage you to make an application.

## Skills and Experience

- Professional experience in fundraising (at least 3 years).
- The ability to deal confidently with people at all levels.
- An ability to make and maintain thriving relationships with supporters.
- Be articulate and persuasive face to face, over the phone, and in writing.
- Knowledge of fundraising trends and good practice.
- Experience and understanding of HMRC and Gift Aid regulations.
- Experience in research and writing funding applications.
- Strong word-processing and writing skills.
- Proven Excel and budget management skills.
- Excellent attention to detail.
- Experience of working on a capital project
- Knowledge and experience of using box office and/or fundraising databases.
- An ability to work as part of a small team, and to take a hands-on approach to work.
- An ability to stay calm under pressure and work on your own in a busy environment.
- Willing to work long and unsociable hours, sometimes weekends and evenings as required.
- A passion for the arts and theatre.

## Contract Details

Contract type:	This is a permanent, full-time contract.
Salary:	£30,000 per annum
Annual holiday:	30 days including public holidays.
Hours:	Office hours 10am-6pm Monday to Friday, additional hours as required: applicants must be prepared to work some evenings, public holidays and weekends.

*The Gate Theatre is an equal opportunities employer. We welcome applications from all sectors of the community.*

*The Gate Theatre is an Arts Council, England National Portfolio Organisation.*



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