



If you have Disability access needs that mean you need this information in another format, please contact our People and Finance Manager, Kellie:

Email: [kellie@theyardtheatre.co.uk](mailto:kellie@theyardtheatre.co.uk)

Phone: 020 3111 0570 weekdays between 10am and 6pm.

---

Welcome, and thanks so much for your interest! We're excited to be recruiting for the role of **Development Manager**.

We believe our organisation is most successful when made up of a team with a diversity of backgrounds, experiences, and ideas. Therefore, we are especially keen to hear from candidates who are deaf, neurodivergent and Disabled, and/or are Black or from the global majority.

### **Contents of this Job Pack;**

1. [ABOUT THE YARD](#)
2. [COMMITMENT TO ANTI-RACISM](#)
3. [REMOVING DISABLING BARRIERS](#)
4. [PERSON SPECIFICATION](#)
5. [ROLE OUTLINE](#)
6. [DAY IN THE LIFE OF](#)
7. [KEY RESPONSIBILITIES](#)
8. [THE APPLICATION PROCESS](#)

## ABOUT THE YARD

The Yard Theatre is an award-winning theatre in Hackney Wick that was built in 2011. Our work brings together classical theatre, contemporary performance, and London's nightlife. Through this we present extraordinary live stories in our theatre, bar, and across our local area.

To do this we support artists to develop work, take risks and express themselves. The best artists making work today, but also amazing young artists who could make work tomorrow. We create multiple free opportunities for young people aged 4-19 to discover creativity and access careers in the arts, and we support professional artists throughout their career.

Work first seen at The Yard has transferred to other venues including the National Theatre, been turned into television series and radio dramas, and toured the world.

**The Yard's mission** is to make stories born from East London. Stories that haven't been told before. And stories that can only be experienced live.

**The Yard's vision** is to become a theatre where extraordinary live experiences are offered to audiences to enable connection, compassion and understanding.

**The Yard values** being brave. We value taking risks. We value supporting, trusting, and believing in one another. We value becoming representative of East London. We value removing the barriers that stop people accessing our work. We value keeping the negative environmental impact of our work to a minimum. We value being inspiring, challenging, and energising. We value making new worlds possible for everyone to enjoy.

## **COMMITMENT TO ANTI-RACISM**

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. You can read about some of our work [here](#). If you would like to hear more about this in advance of applying for this role, we can set up a conversation with Ashleigh Wheeler, Executive Director: [ashleigh@theyardtheatre.co.uk](mailto:ashleigh@theyardtheatre.co.uk)

## **REMOVING DISABLING BARRIERS**

We are Disability Confident Committed, and are working with Real, the Disabled People's Organisation to remove barriers across our organisation.

Our staff have working space in an office building close to The Yard at Schwartz Wharf, 92 White Post Lane.

We want you to have every opportunity to shine in our recruitment process, so please let us know if you have disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing a support worker to remove barriers in completing your application, and also supporting Access to Work applications. If you have any questions at all relating to this, contact our People and Finance Manager Kellie via [kellie@theyardtheatre.co.uk](mailto:kellie@theyardtheatre.co.uk).

Disabled People can also opt in to our guaranteed interview scheme in the application form. With this, we guarantee an interview with up to five Disabled candidates who score the highest against our Person Specification.

## **PERSON SPECIFICATION**

We have divided our Person Specification into 'Essential' and 'Desirable' criteria. The 'Essential' section is our main focus for shortlisting and is the minimum criteria we use to assess those eligible for our Guaranteed Interview Scheme.

If the statements in the 'Essential' section describe you, then we'd love to hear from you.

### **Essential**

- A proven track record of helping to secure multi-year 5 and/or 6-figure grants.
- Excellent writing and editing skills, including experience of preparing successful funding proposals and compelling donor reports with colleagues.
- Experience in developing and maintaining a pipeline of funding prospects.
- Skilled in stewarding funder or client relationships.
- Experience in producing or overseeing the development of donor budgets and financial reporting.
- Enjoys collaborating with others and working as part of a team.
- Expertise using a CRM database e.g. Spektrix, Donorfy, Raiser's Edge.

### **Desirable**

- Experience of managing relationships with key decision-makers of trusts and grant-making bodies.
- Experience of working with Trustees to identify and build relationships with potential funders.
- Experience in prospect research.
- Knowledge of the UK arts trusts, foundation and statutory donor market.
- Knowledge of The Yard's output and position within the London and UK theatre context.
- Design experience and/or knowledge of Adobe Creative Cloud.
- A fundraising qualifications and/or membership of a fundraising body.

**Note to candidates:** We know that long lists of criteria can be daunting and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the essential criteria above, we still encourage you to apply.

As The Yard delivers work with children, all roles require a DBS check. This will be administered and paid for by us. We are also happy for this to happen through the sensitive applications route for transgender applicants, as described [here](#).

## **ROLE OUTLINE**

Reporting to the Head of Development, the **Development Manager** will play a critical role in helping us realise our mission and vision through securing funding from Trusts, Foundations and Statutory funders. We are looking for a well organised, strategic thinker who can identify opportunities and see them through to completion.

You will lead on meeting ambitious annual income targets from Trusts, Foundations and Statutory sources with the support of colleagues and the board. Institutional income currently represents 70% of our fundraised income each year at approximately £250k (excluding our Arts Council NPO grant). A key goal over the coming years is to increase the number of high-level multi-year grants we receive while retaining our existing supporters, to reach a sustainable level of growth year on year.

To achieve this, you will write compelling fundraising proposals at five and six-figure levels and will manage our existing portfolio of Trust, Foundation and Statutory funders, creating high-quality reports to showcase our work and ensuring funders are stewarded effectively to maximise the likelihood of uplift and renewals.

The ideal candidate will enjoy identifying network connections and strategising relationship development, and collaborating with others on written work and data collection.

You will also have a good understanding of evaluation and demonstrating impact, always looking to strengthen our case for support, collaborating with colleagues to produce tools for effective fundraising and will have a good understanding of different types of budgets and financial reporting to funders.

We will support your professional development through formal training opportunities, as well as offering informal feedback and coaching. We encourage you to gain a strong first-hand connection to the programmes you're fundraising for through attending script readings and workshops with our cohort of young people.

### **Job Details**

|                      |                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Responsible to:      | Head of Development                                                                                                                                                                                                                                                                                                                                                          |
| Responsible for:     | N/A                                                                                                                                                                                                                                                                                                                                                                          |
| Key relationships:   | Young Artists Producer<br>Theatre Producer<br>Producing Assistant<br>Marketing Manager<br>Head of Producing and Participation<br>People and Finance Manager                                                                                                                                                                                                                  |
| Salary:              | £31-35,000 depending on experience                                                                                                                                                                                                                                                                                                                                           |
| Employment Period:   | Permanent                                                                                                                                                                                                                                                                                                                                                                    |
| Hours:               | Full time Monday to Friday, 10am – 6pm, but we will consider requests for part time working, job shares and other flexible arrangements. Some evening and weekend work may be required to attend performances and events and to manage press nights. Any work outside of contracted hours will be agreed with you in advance, and The Yard offers a Time Off In Lieu Policy. |
| Annual Leave:        | 20 days per annum, increasing to 25 days after 12 months of service, plus public holidays.                                                                                                                                                                                                                                                                                   |
| Probationary Period: | 3 months.                                                                                                                                                                                                                                                                                                                                                                    |
| Start Date:          | According to the candidate's notice period.                                                                                                                                                                                                                                                                                                                                  |

## **Benefits**

- Training and development opportunities, including internal coaching, formal training courses and events, and support to develop mentoring relationships outside of The Yard.
- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Complimentary ticket for all performances.
- Discounted drinks from The Yard bar.
- Bike loan/Travelcard loan/Tech loan scheme available after probation.

We have a flexible working policy in which you can alter your start/finish times, while committing to our core hours of 11am to 4pm. Furthermore, all employees who work more than 3 days per week can work from home 1 day per week.

## **DAY IN THE LIFE OF**

**This section is to give you an idea of what a typical day might involve in this role.**

Creating a proposal or funder report is likely to be a key part of your day. You might start off by catching up with our Young Artists Producer to check-in on upcoming programme plans for an application and then find a quiet spot to write and craft the material, making sure our work is showcased at its best and it's clear to the funder why we're a great fit for them.

Some time may be needed to follow-up on a lead for a connection to a new funder from a board member. Then in the afternoon you might spend some time making sure that our planned applications, approaches and reports are running to schedule. That's also a good time to make sure colleagues are aware of upcoming deadlines and what you might need from them and checking that our income projections are up to date.

Finally, you might end the day by joining one of our Yard Young Artist workshops to experience some of their brilliant work first-hand.

## **KEY RESPONSIBILITIES**

We have included all of the responsibilities of the role in these areas of responsibility detailed below. This is to give you a full insight into what the role entails.

### **Research and Planning**

- Implement a fundraising strategy to grow our funding pipeline by identifying new high-value prospects and building positive relationships with new funders.
- Help create grant income projections based on planned applications, considering risk.
- Maintain up-to-date records of applications, reports, deadlines and outcomes.
- Carry out research on prospective supporters, sharing key information, briefings and opportunities with the Team and Board.

### **Relationship Building and Proposal Development**

- Identify new opportunities and plan approaches together with the Head of Development, Executive Director and Board.
- Work with colleagues in the artistic and producing teams to lead on the creation of high quality, compelling and funding proposals tailored to the funder's criteria.
- Work with colleagues to create budgets for applications.
- Input on regular communications with our funders/donors, including assisting in creation of digital and print materials such as newsletters and brochures.

### **Stewardship and Reporting**

- Manage our existing portfolio of funders, developing positive relationships and identifying ways to engage them, including invitations to events, and meetings.
- Write formal evaluation reports that clearly articulate outcomes and impact, working with colleagues to ensure appropriate data and evidence is collected.
- Work with the finance and producing teams to create accurate financial reports for funders.

- Meet with funders to give grant updates when required and steward at shows and events.

### **Grant Management**

- Work with colleagues responsible for grant delivery to ensure we remain compliant with grant agreements or negotiate changes if needed.
- Work with the Head of Development to ensure financial compliance and record keeping.
- Work with colleagues responsible for monitoring and evaluation, ensuring that fundraising obligations are included.
- Maintain clear communication with the Finance Department on cashflows and use of any restricted funds.
- Accurately record information on Donorfy (The Yard's CRM database).

### **General**

- Maintain an understanding of the fundraising climate and best practice in supporter cultivation and stewardship in the arts.
- Ensure compliance with Data Protection legislation and the Fundraising Code of Practice.
- Other duties related to the management of our individual giving and/or corporate donor programmes where needed.
- Other activities in line with the position's responsibilities.
- Attend bi-weekly company meetings and other meetings across the company to ensure your department is contributing to The Yard's goals and Vision.
- Always look for ways to improve The Yard and actively feedback constructive ideas.
- Work in accordance with our policies.

## **THE APPLICATION PROCESS**

### **To apply**

Please fill in this Google application [form](#). In the form, you will be asked to;

1. Please tell us why you are applying for this role, and use approximately 150 words or 1 minute of audio/video to do so. We are keen to hear about what interests you about the job itself,

about The Yard, or about what the Yard does, and about how it fits in with your career.

2. Tell us in approx. 500 words, or 3 minutes of audio/video, how you meet the criteria in the Person Specification. Note that you do not have to exclusively talk about work contexts, we value relevant experience from all areas of your life.
3. Provide us with a full list and short summary of your relevant previous jobs and work experience. Please include each organisation you worked with, the role title, and the dates you worked there, and what your responsibilities were.
4. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
5. Let us know if you need access support during the application process.
6. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **1pm on Wednesday 19th April 2023.**

### **The Selection Process**

- At least two people will read every application. It will be scored against the Person Specification criteria listed in the above section, with a focus on the essential criteria.
- The readers of the applications will then meet to decide who to invite to interview, based on the scores.
- As outlined in our Access section, we guarantee an interview to up to five Disabled candidates who score the highest against the essential criteria in the Person Specification.

### **The Interview Process**

- If there are a lot of applicants we may introduce a first round, which will ask you to respond to some further questions either in writing/audio/video/powerpoint.
- For the main round we invite shortlisted applicants to complete a short task in advance of having a conversation with us. We

expect the conversations to take place **on the week starting 24th April 2023.**

- There is no particular dress code for this, just whatever you feel most comfortable in. The interviewing team will generally wear smart casual clothes.
- We will provide the interview questions to you at least 24 hours before your interview. The interview panel will not be all-white or all-male, and we will confirm the names of the interviewers and their roles at The Yard in advance.
- The panel will have a maximum of three members on it. One of these people will be a designated note-taker, so the team can accurately reflect on interview answers when deciding who to hire.

**This is a guide to the role of Development Manager. Responsibilities are likely to evolve with the post-holder.**