



**The Playhouse**  
Head of Development  
Recruitment Pack



## Who We Are...

The Playhouse is one of the most vibrant and loved arts centres in Northern Ireland. Established in 1992 we are here to create community, celebrate diversity and empower people through the arts.

We are a global leader in using the arts to build peace, an award winning producing theatre - pioneering and showcasing new work across both real and virtual worlds - and use the arts and education to address deep rooted social issues and promote personal development and well-being.

We matter to our locality, to the global communities we connect with, and the many diverse groups and individuals we engage with.

We work as a community, for the community, employing our creativity and imaginations to continually innovate and give of our best in order to offer a space to make meaning and a space that's here for good.

The Playhouse is core funded by the Arts Council for Northern Ireland, Derry City and Strabane District Council and Northern Ireland Community Relations Council Core Funding Programme.

Registered with the Charity Commission for Northern Ireland No: NIC 100119  
Company Registration: NI 26912

VAT Number: 836105347





## Head of Development

The Head of Development at The Playhouse will help us gather resources and investment for the transformative ideas we have, both big and small, that nurture people and communities.

We imagine working with someone inspired by ideas and motivated by helping to make them happen. That probably means you are a creative thinker yourself and understand how to translate those ideas into compelling cases for support as well as having the ability to engage with funders and donors at all levels. It also means that you will understand and believe in a cultural democracy, in the value of the arts as part of our everyday lives and as a force for good in the world.

You are connecting with us at the most interesting of times as we begin to emerge from this global pandemic into a new world and approach our 30th year with opportunities for change and growth. The Playhouse is a place and a community that is characterful, deeply committed and visionary. If that sounds like something you want to be a part of come join us and we look forward to working with you.

### To apply

To apply send an up to date CV, the [monitoring form](#) and a letter (2 page maximum) to [kevin@derryplayhouse.com](mailto:kevin@derryplayhouse.com) outlining your suitability for the role, in particular paying attention to address the essential and desirable experience, skills and attributes. Shortlisted candidates will then be invited for interview.

### Deadline

Monday 21st June at 5pm. Interviews will be held W/C Monday 5th July.



# Head of Development

Job Title:	Head of Development
Base:	The Playhouse, Derry / Londonderry
Reporting Into:	CEO
Hours:	40 Hours
Salary:	£31-36k
Key Relationships:	Finance Manager, Head of Engagement, Theatre Producer / Director, Front of House / Development Officer

## **Job Purpose:**

To be responsible for fundraising and business development to ensure that The Playhouse continues to be financially sustainable in order to meet the needs of the people and communities we serve.

## **Summary of Key Duties and Responsibilities:**

### *Strategy, Leadership and Senior Management*

- Work with CEO and Board of Trustees to develop and implement a robust and realistic fundraising and income generation strategy within The Playhouse's wider Strategic Framework to achieve agreed outcomes.
- Implement and oversee team systems, processes and administration to enable effective fundraising and stewardship whilst fully complying with applicable law and good practice.
- Provide leadership for the Front of House / Development Officer as well as hold responsibility for building and managing a fundraising and business development team as income generation develops.
- As a key member of The Playhouse Senior Management Team work closely with the CEO, Finance Manager, Head of Engagement and Theatre Producer / Director to sustain the work of The Playhouse and the benefits it brings. This means contributing to the common finance, marketing, idea development and the staff & building wellbeing activities of The Playhouse. You will also enable the success of The Playhouse through effective and inspiring leadership ensuring good communication and team working across the organisation.

### *Relationship Management*

- Develop strong relationships with internal and external stakeholders to understand the work of The Playhouse and translate this into appropriate and agreed proposals, asks and campaigns.
- Nurture existing relationships with supporters whilst actively expanding both the number and range of new supporter opportunities across priority areas of income streams.
- Develop and implement a process for donor/supporter journeys to enhance the experience of giving to The Playhouse and grow long term relationships.
- Act as an ambassador for the The Playhouse, raising awareness of the importance of our work and network amongst the communities we serve and connect to.

## *Fundraising and Income Generation*

- Manage and uplift existing sources of fundraising from the following:
  - Arts Councils
  - Central and local government
  - Trusts and foundations
  - Research Councils
  - Individual giving, including from high net worth individuals and utilising digital/online tools
  - Corporate fundraising and partnerships
- Engage whole staff cohort in contributing to fundraising through idea development, assisting bid writing and building relationships.
- Be responsible for completion of fundraising applications and reporting including paperwork, budgets & forecast, monitoring & evaluation
- To work with CEO, Senior Management Team and Front of House / Development Officer in relation to developing existing and new income streams from:
  - Tenancies and rooms hires
  - Conferences and events
  - Consultancy work
  - Educational programmes

## *General*

- Develop knowledge of The Playhouse projects, policies and activities to enable you to respond to make pitches and respond to queries confidently and accurately
- Maintain ethical and responsible processes and behaviours across the fundraising and income generating activity at all times and ensure all activities are safe and compliant
- Work within and support the vision of The Playhouse To Create Community, Celebrate Diversity and Empower People through the Arts.
- Work creatively and collaboratively with colleagues across The Playhouse, contributing to the difference we make for the people and communities that we serve.

This job description is intended to provide a summary of the nature of the Head of Development role and as such is not comprehensive or restrictive. Prioritised objectives, goals and timings will be set by the CEO and reviewed on a regular basis.



<b>Essential Skills and Experience</b>	<b>Desirable Skills and Experience</b>
<ul style="list-style-type: none"> <li>• Developing and implementing successful fundraising strategies.</li> <li>• At least 3 year's experience and track record of fundraising success in at least one of the following income streams: grants and trusts, major donors, corporate, individual giving, research funding, digital/ online fundraising.</li> <li>• At least 3 year's experience and track record of income generation success in at least one of the following income streams: tenancies, conferences/ events, consultancy work, educational programmes.</li> <li>• At least 3 year's experience of highly effective relationship management experience within a charity, another third sector organisation or business development role.</li> <li>• At least 3 year's experience leading and supporting teams successfully.</li> <li>• Managing budgets.</li> <li>• Highly developed written and verbal communication skills.</li> <li>• Confident and highly persuasive presenter.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 year's experience in two or more areas of fundraising.</li> <li>• At least 3 year's experience in two or more areas of income generation.</li> <li>• 5 year's experience or more of highly effective relationship management.</li> <li>• 5 year's experience or more of leading and supporting teams successfully.</li> <li>• Proven innovation in relation to fundraising and income generation approaches.</li> <li>• Competent and confident on MS office systems.</li> </ul>
<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<ul style="list-style-type: none"> <li>• Collaborative and excellent team player.</li> <li>• Supporter centred with high level of emotional intelligence and empathy.</li> <li>• Attentive listener.</li> <li>• Strong negotiator.</li> <li>• Confident with a variety of stakeholders regardless of seniority.</li> <li>• Able to work independently and manage a varied and diverse project portfolio.</li> <li>• Commitment to the mission and values of The Playhouse.</li> </ul>	<ul style="list-style-type: none"> <li>• Developing and implementing successful fundraising strategies.</li> </ul>



## To apply

To apply send an up to date CV, the [monitoring form](#) and a letter (2 page maximum) to [kevin@derryplayhouse.com](mailto:kevin@derryplayhouse.com) outlining your suitability for the role, in particular paying attention to address the essential and desirable experience, skills and attributes. Shortlisted candidates will then be invited for interview.

## Deadline

Monday 21st June at 5pm. Interviews will be held W/C Monday 5th July.



# About Derry~Londonderry

Dominating the North western landscapes of Ireland, astride the flowing waters of the Foyle, sits the historic walled city of Derry/ Londonderry. With its unparalleled setting, fine architecture, wealth of history and thriving arts and music scene, Northern Ireland's second city, is the place to be.

The city is home to Ireland's only completely walled city, which is one of the finest examples of walled cities in Europe today, and are the backdrop to a unique history of the wider story of the city. Wander through the bustling streets and listen to the echoes of over 1450 years of history. Stroll along its 17th Century walls - which in 2019 celebrated their 400th anniversary - and marvel at the ever-changing skyline of a city which is constant only in the warmth of its welcome. Here you can expect many a smile of greeting from people who are noted worldwide for their friendly hospitality.

Vibrant and cosmopolitan, Derry/ Londonderry is known for its delicious foodie offerings, all year round calendar of festivals and excellent value for money. We enjoy welcoming thousands of international visitors to the city every year and the people of Derry/ Londonderry are some of the friendliest in Europe.

As the gateway to Ireland's northwest, our city is pulsing with life, resonant with centuries of heritage and passion, yet fresh as an Atlantic breeze. 'The Walled City' is where the Wild Atlantic Way meets the Causeway Coastal Route. This is a joyful central location filled with celebration and inspiration, as manifested in the number and quality of our festivals and special events throughout the year. Energetic, outward looking and high-spirited, this is truly a city for all seasons.



**The Playhouse**

Derry / Londonderry

BT48 6RG

[www.derryplayhouse.co.uk](http://www.derryplayhouse.co.uk)

**The Playhouse**

Head of Development

Recruitment Pack

THE PLAYHOUSE