

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Development Manager (Individuals)
Reports to	Director of Development
Grade	I

JOB PURPOSE
To lead on the Marlowe's cultivation, development and stewardship of Individual Donors ranging from booking flow donators to major donors and including leading on the strategic growth of the Marlowe's High Level Membership scheme.

PRINCIPAL ACCOUNTABILITIES
<ul style="list-style-type: none">• To lead on the strategic development and growth of the Marlowe's High Level Members scheme, including establishing a strategy for a new giving circle dedicated to the Marlowe's produced work. Managing the Development Officer (Individuals) and working with the Director of Development and other key internal teams to foster long-term relationships and achieve agreed income targets.• To lead on the research and management of the Major Donor prospect pipeline, working with the Director of Development and the Capital Campaign Fundraiser to identify and cultivate prospects for both revenue and capital asks. To support the Director of Development and Capital Campaign Fundraiser to provide exemplary donor care and stewardship, ensuring records are kept accurately and reports and updates are prepared in a timely manner.• To lead on the strategic development and growth of the Marlowe's Individual Giving strand, including the multi-channel booking flow donations. To hold relationships with key internal stakeholders across the organization to innovate and test new ways of growing income to achieve agreed income targets.• To hold key relationships internally with managers, Strategic Management Team and the Executive Team to ensure strong flow of information about the Marlowe's strategic ambitions and activities to our fundraising audiences.

- To work with the team to plan and deliver Development membership, stewardship and cultivation events, working collaboratively with other Marlowe Theatre teams.
- To lead and develop the team, ensuring that they have development opportunities, and are supported and managed so they are able to meet business plan targets and deliver excellent customer service.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe's values.

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>In order to live our values, our Development Manager (Individuals) should be:</p> <ul style="list-style-type: none"> • A people person with great interpersonal skills • Entrepreneurial and target driven • Organised and with an eye for detail.
Knowledge	<ul style="list-style-type: none"> • Good knowledge of the principles of GDPR and the code of fundraising practice and how it applies to fundraising from individuals. • Excellent knowledge of fundraising and cultivation practices in working with major donors. • Good knowledge of the principles of membership giving and online fundraising from individuals. • Sufficient knowledge of theatre to be able to speak with confidence about the work of the Marlowe.
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent interpersonal skills • Ability to work effectively with numbers • The ability to adapt

Experience	<ul style="list-style-type: none"> • Good experience of making major donor asks at the 4 figure level • Good experience of prospect research and pipeline building
Qualifications	We value education and a degree level qualification is desirable for this role. We will, however, consider applications from suitable skilled and experienced candidates without a qualification.

JOB DIMENSIONS	
Annual budgetary amounts	<p>Responsible for booking flow donations and High Level Membership income streams with targets to be agreed.</p> <p>Supports the major donor income stream to agreed targets.</p>
Number of staff reporting to the job holder	1- Development Officer (Individuals), 21 hours p/w
Any other relevant statistics/information	

WORKING ENVIRONMENT
<p>The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.</p> <p>The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.</p>

ORGANISATION CHART
See attached

January 2024