

MARLOWE THEATRE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Development Officer (Corporate & Trusts)
Reports to	Development Manager (Corporate & Trusts)
Grade	L

JOB PURPOSE

To support the revenue fundraising function across trusts & foundations and corporates, building positive relationships on behalf of the Marlowe Theatre, meeting income targets and encouraging advocacy.

PRINCIPAL ACCOUNTABILITIES

- To support the implementation of agreed corporate development strategies, cultivating and stewarding business relationships, including members, sponsors, and advertisers to build positive and loyal relationships and to meet agreed income targets.
- To support the implementation of agreed Trust & Foundation strategies, researching cultivating and stewarding funder relationships, drafting and submitting applications, and ensuring reporting is completed in a timely manner.
- To plan and deliver an agreed calendar of corporate events, working collaboratively with other Marlowe Theatre teams, as well as supporting the delivery of wider Development events calendar.
- To represent and advocate for the Marlowe Theatre at external events.
- To ensure that all activity that is undertaken complies with regulatory and legislative requirements, in particular the General Data Protection Regulation 2016 and the Fundraising Regulator's Code of Fundraising Practice.
- 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 Theatre's values.

REQUIRED ATTRIBUTES

Required Qualities	<p>The Marlowe Theatre'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 Officer (Corporate) should:</p> <ul style="list-style-type: none"> • Be a collaborative and proactive team player. • Be a people person who enjoys face to face engagement. • Be organised with an eye for detail. • Have an appreciation of the purpose and value of theatre.
Knowledge	<ul style="list-style-type: none"> • Basic knowledge of fundraising practices and/or sales principles. • Good knowledge of corporate marketing and CSR motivations
Skills	<ul style="list-style-type: none"> • Very good interpersonal skills. • Good written and verbal communication skills. • Good sales and negotiation skills. • Good problem-solving skills. • Good event management skills. • Good presentation skills. • Basic IT skills including use of Microsoft Word, Excel and PowerPoint. • The ability to adapt
Experience	<ul style="list-style-type: none"> • Demonstrable success in either fundraising for a charity, or in a commercial sales environment. • Good experience in event management.
Qualifications	<p>We value education and GCSEs in Maths and English at Grade 4 or above are desirable for this role. We will however consider applications from suitably skilled and experienced candidates without a qualification.</p>

JOB DIMENSIONS	
Annual budgetary amounts	0
Number of staff reporting to the job holder	0
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 Theatre's performances happen mostly in the evenings and at weekends. In</p>

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.

ORGANISATION CHART

See attached

January 2026