

THE MARLOWE

Job Description

POST DETAILS

Organisation	The Marlowe Trust
Job title	Marlowe Kit Capital Campaign Manager
Reports to	Director of Development
Grade	£56,000 p/a pro rata 21 hours (3 days per week) Initial fixed term until March 2026 (potential for extension dependent on National Lottery Heritage Fund Round 2 funding)

JOB PURPOSE

This is a post funded by the National Lottery Heritage Fund to manage a successful campaign to meet fundraising targets for the development of the Marlowe Kit. You will be working with colleagues responsible for ongoing revenue fundraising to ensure a legacy of strong and positive relationships with key funders.

PRINCIPAL ACCOUNTABILITIES

- To work closely with the Marlowe's Director of Development to implement the coherent and joined up delivery of the Marlowe's Combined Capital and Revenue Fundraising Strategy. Leading on the timely execution of the private and public phases of the agreed Marlowe Kit Capital Fundraising Strategy in order to achieve agreed income targets. To make recommendations for the evolution of this strategy, as required.
- To manage the Capital Campaign Committee with support from the Director of Development, ensuring the chair is well prepared for meetings and coordinating the execution of all actions arising.
- To develop the case for fundraising support for the Marlowe Kit, to attract trust and statutory funding, individual donors, and business supporters to meet capital fundraising targets. To collaborate with other Marlowe Theatre departments and Marlowe Kit project coordinators, ensuring applications for funding are accurate, deliverable and tailored to strategic priorities and income targets.
- To devise, implement and manage a strategic development plan for the identification, cultivation and stewardship of high net-worth individuals to meet capital income targets and to lead on all cultivation and fundraising

events related to the Marlowe Kit project, working closely with the Marlowe's in-house revenue fundraising, hospitality and events teams.

- To research and manage a pipeline of strategic Trusts & Foundations and to lead on all capital project applications in collaboration with the Director of Development, Development Manager, and other colleagues as required.
- To lead the public fundraising campaign including multiple community stakeholders and working closely with the Marlowe's Marketing and Comms team to deliver an integrated campaign alongside revenue fundraising priorities.
- To work closely with a Capital Campaign Assistant who will be recruited in due course with line management arrangements to be agreed with Director of Development.
- To ensure that you work in a safe and legal way to comply with regulatory and legislative requirements.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- 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>To live our values, our Marlowe Kit Capital Campaign Manager should be:</p> <ul style="list-style-type: none"> • A people person with great interpersonal skills • A strategic and creative thinker • A brilliant and persuasive communicator
Knowledge	<ul style="list-style-type: none"> • Knowledge of the Fundraising Standards Board and Institute of Fundraising's codes of fundraising practice. • Knowledge of the management of charitable organisations, preferably arts sector • Excellent knowledge of capital fundraising in the cultural sector • Good knowledge of the theatre industry
Skills	

	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to engage with people at all levels. • Excellent bid writing skills • Excellent organisational skills with a strong eye for detail • Excellent communication and presentation skills • Good IT skills.
Experience	<ul style="list-style-type: none"> • Experience of working on a successful capital fundraising campaign. Leading the campaign is desirable. • Good experience of successful major donor fundraising management in the charity or cultural sectors • Good experience of successful trust, foundation, and statutory fundraising either in the charity sector or cultural industries. • Good experience of making successful corporate pitches and securing sponsorship. • Good experience of directing high level fundraising or commercial events.
Qualifications	<ul style="list-style-type: none"> • 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	To be agreed in line with the Capital Fundraising Campaign Strategy
Number of staff reporting to the job holder	Direct Reports – 1 (dependent on further NLHF funding) Indirect Reports – 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'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

Jan 24