



# Job Description

**JOB TITLE:** Development Manager

**RESPONSIBLE TO:** CEO

**WORKS CLOSELY WITH:** Programme & Theatre Co-ordinator, Finance Manager, Creative Outreach & Inclusion Officer, Foundation Course Leader, freelance Social Media Co-Ordinator

## ABOUT YATI

YATI (Young Actors Theatre Islington) is a charity that serves a community of over 1000 young people who engage with Theatre through performance, education, and outreach. We want every young person in Islington to experience Theatre, made by and for them. We believe that finance should not be a barrier to education or participation. Whether pursuing the performing arts professionally, learning a new skill for enjoyment, or merely wanting to spend time with others, YATI provides high-quality, affordable opportunities to engage with Theatre.

We achieve this by offering over 60 hours of performing arts classes every week during term-time, and holiday courses that give our young people the chance to learn and perform. We keep our pricing as affordable as possible and offer full subsidy to those who need us most through our Stage Door programme. We put on high-quality productions and offer regular showcases and scratch nights for our young people to gain on-stage experience. We take our work out into local communities giving more people the chance to experience the positive benefits of drama, and we represent over 200 young people professionally through our Agency, YAT Management.

## MAIN PURPOSE OF POSITION

The Development Manager will be a key member of the administrative team. Reporting to the CEO, this pivotal role will bring an engaging, creative and innovative approach to fundraising across all areas of our work. The post-holder will be responsible for income generation through fundraising activities and the development of relationships to meet YATI's financial need and strategic ambitions.

The successful candidate will lead on all proposals and asks across the full spectrum of fundraising streams. They will help research new supporters, cultivate meaningful relationships, and offer the highest-level of stewardship for current supporters. They will work with the CEO to develop a fundraising and communication strategy to deliver RIBA stages 2&3 of *Play On*, YATI's capital project to transform our building on Barnsbury Road.

It's an exciting time to be joining the organisation. We have recently appointed our first staff member dedicated to Creative Outreach & Inclusion, and taking into account *Play On*, there's substantial new fundraising potential for both our revenue and capital work. Additionally, with the launch of the Young Company programme and an increased classes offer, there's more than ever to engage potential supporters with.

## **KEY RESPONSIBILITIES**

### **Development**

- Work with the CEO to raise circa £100k per year to support our core and community work.
- Write proposals and lead on all applications to statutory funders, trusts & foundations, individuals, and corporates.
- Create and/or complete reports for current funders and ensure financial compliance.
- Administrate and grow YATI's regular giving scheme (currently known as Angels and Members)
- Submit an annual Gift Aid claim, ensuring that gift aid declarations are maintained and up to date.
- Assist with the organisation of fundraising events and other opportunities for YATI to engage with its supporters.
- Maintain database of contacts/donors, working with the Theatre & Programme Co-ordinator to ensure regular data updates are made, in line with GDPR.
- Ensure that supporters are credited correctly in promotional materials and on the website.
- Design and manage online fundraising appeals, such as the Big Give or production appeals.

### **Strategy + Capital Planning**

- Work with the CEO to develop a short and long-term fundraising strategy to achieve maximum success for restricted and unrestricted fundraising
- Develop a clear and concise case for support for both YATI and our capital campaign Play On.
- Together with the CEO and senior volunteers, to support the development of Play On and raise funds to achieve RIBA stages 2 & 3.

### **General**

- As a small team we all actively contribute to the wider objectives of YATI and provide support to colleagues – particularly during busy periods.
- Continue to learn and actively stay up to date with new ideas, processes and opportunities.

## **PERSON SPECIFICATION**

### **Essential Skills**

- A minimum of 3 years' fundraising experience.
- Experience planning, executing and evaluating campaigns to meet fundraising goals.
- Experience in successfully securing money from trusts and foundations, individual supporters, and/or corporates.
- Demonstrable copywriting skills for a wide range of audiences and platforms and a keen eye for proofreading
- Organised and reliable with excellent attention to detail
- Able to prioritise and handle multiple tasks within a fast-paced environment
- Excellent IT skills and experience using MS 365, MailChimp (or similar), Canva (and/or other design packages)
- Knowledge of Data Protection and GDPR

#### Desired Skills:

- Ideally you will have a passion for and/or experience of working in the arts and/or young people's charities
- An interest in staying up to date with digital trends
- An understanding of capital campaigns

#### TERMS AND CONDITIONS

Salary:	£32,000 per annum, pro rata
Contract:	Permanent, part-time (0.4)
Hours:	14 hours per week, normally 10am to 6pm across two days Monday to Friday (with a one-hour unpaid lunch break).
Location:	Our office is based in Islington, London N1. We are open to hybrid working with a minimum of 1 day in the office every other week.
Annual Leave:	20 days plus bank holidays, pro rata
Benefits:	In addition to any annual leave allocation, the office is additionally shut over the Christmas period for approx. 2 weeks.
Pension:	A workplace pension scheme via Aviva
Probation period:	6 months

#### HOW TO APPLY

Send an email application containing a CV and covering to [isobel@yati.org.uk](mailto:isobel@yati.org.uk) with the subject line Development Manager. Your application should detail your experience and evidence against the above roles and responsibilities and person specification. If you'd prefer to submit an application via video or an alternate format, then we also welcome this approach.

**Closing Date:** **Monday 3<sup>rd</sup> February at 12 noon**

Interviews: w/c 10<sup>th</sup> February

If you would like to discuss the opportunity in more detail, please contact [isobel@yati.org.uk](mailto:isobel@yati.org.uk) to arrange a brief call.

Young Actors Theatre Islington is committed to diversity and inclusion, and is an equal opportunities employer.