

RECRUITMENT PACK

HEAD OF DEVELOPMENT

MAY 2023



 **LIFT**

**LONDON
INTERNATIONAL
FESTIVAL OF
THEATRE**

ABOUT LIFT

LIFT, London's international festival of theatre, takes place every two years. At LIFT we understand that difference makes us stronger, so we work to share diverse and international perspectives. We bring artists and audiences together for necessary conversations and essential cultural experiences.

The theatre we offer is compelling, meaningful, provocative, excellent, topical, and unlike anything you will find elsewhere. We take risks, introduce new artistic forms and ideas, and offer new ways of experiencing art.

Every two years, LIFT presents a festival full of daring and relevant culture, international voices, and unforgettable theatre.

In 2023, LIFT, in partnership with City of London Corporation launches LIFT the City, a multi-year placemaking and presentation project connecting City workers with opportunities around international theatre and wellness and bringing audiences to discover LIFT projects in the Square Mile.

LIFT is the essential link between leading international artists, London, and the UK. We create communities around ideas and projects, and we connect leading artists to locals, at home and abroad. Together, we make incredible art happen.

LIFT is a charity based in Toynbee Studios in East London with an historic average festival cycle turnover of £2 million.



HEAD OF DEVELOPMENT

Job title:	Head of Development
Reports to:	Executive Director
Responsible for:	Development Assistant
Working relationships:	Artistic Director/CEO, Head of Finance, Creative Producer, General Manager, Fundraising Sub- Committee, external Fundraising Consultants, donors, funders excluding Arts Council England.
Salary:	£45,000 per annum
Hours:	Full-time assuming a minimum of 35 hours per week, with occasional evenings and weekends
Contract:	Fixed term ending July 2025 (with possibility of extension)
Location:	London - LIFT HQ is based at Toynbee Studios
Closing date:	Sunday 2 July 2023
Anticipated start date:	As soon as possible

ABOUT THE ROLE

A fantastic opportunity for an experienced and ambitious candidate to support LIFT's Interim/Permanent Executive Director and Artistic Director CEO in the implementation of the income generation strategy that supports the delivery of LIFT's vision and mission. Currently the fundraising mix includes raising significant income from trusts and foundations, public and private partnerships, international and public bodies, earned revenue, individual giving brand sponsorship and other grant funding sources.

Self-motivated and ambitious; you will have a wealth of fundraising or wider income generating experience and a track record of meeting your fundraising goals. You will be able to suggest relevant new routes to money and be able to identify and seize new business opportunities. You find it easy to communicate verbally and in writing and enjoy building collaborative relationships.

This is a rare opportunity to help us across the organisation to innovate and aim high in raising the funds needed to fulfil our mission of bringing landmark international theatre experiences to Londoners.

This role is a combination of practical on the ground working and a dash of strategic contribution. LIFT's dedicated fundraiser, you will be led by a leadership team and sub committees with bags of experience raising money and building on opportunities, who are in turn supported by a well-connected, engaged Board of Trustees. We have also currently engaged development consultants Albright to support our plans within the Square Mile.

This role is supported by a paid internship trainee on an 18-month programme of learning focused on research and development, event planning and administration. You will also have access to external consultants (Development, Marketing and Brand Sponsorship) throughout the year.



JOB DESCRIPTION

STRATEGIC PLANNING AND IMPLEMENTATION

- Support the Interim/Permanent Executive Director's strategic drive to progress LIFT's fundraising capacity at the highest level, ensuring strong stewardship of LIFT's fundraising targets, plans and potentials
- Take responsibility for achieving agreed income targets, currently a two year cycle target of year through individual giving, trusts and foundations and corporate giving
- Take a lead role in monitoring the progress of prospect lists and the pipeline of fundraising actions for the remainder of 2023 and towards festival planning for 2024 and 2026
- Work with the Interim/Permanent Executive Director to establish and steer the Fundraising Sub-Committee
- Work with the Interim/Permanent Executive Director, Artistic Director and Creative Producer to devise and implement funding strategies for supporting LIFT's ongoing projects and festival productions
- Participate in organisational and strategic planning, ensuring that funding opportunities and challenges are considered
- Co-ordinate communication and support for the fledging membership programme

WRITING AND REPORTING

- Take a lead role in establishing and monitoring the progress of prospect lists and the pipeline for action
- Research potential funders and strategic partners, from all sources and sectors
- Write bids and present requests for funding, including case for support, applications, supporting materials, proposals and individual asks
- Work with the Executive Director and other members of staff as appropriate to write bids to trusts and foundations for locally engaged projects
- Prepare regular reports for the Board and appropriate reporting for all grants' relationship management

BUSINESS DEVELOPMENT

- Take the lead on the building of the Corporate Circle for LIFT the City, individual giving campaign, LIFT Commissioning Circle; and any LIFT designed training as part of tenders or proposals to external partners and businesses
- Work with the Creative Producer on programme outcomes and production and programme budgets required for applications and reporting
- Work with the Fundraising Committee to maximise opportunities for donations and contributions
- Maintain a database of donors and supporters and ensure exemplary donor care for all supporters
- Collaborate with relevant staff to generate and manage fundraising events, including the festival related cultivation events and ideas
- Co-establish short-term and long-term sponsorship goals for LIFT

MANAGEMENT - INFORMATION

- Take responsibility for the maintenance of good filing/archive systems and databases
- Maintain updated information on LIFT's supporters and to contribute to the ongoing development of the database, and to maintain paper files as necessary
- Contribute to and participate in LIFT's monitoring and evaluation
- Act as an advocate for LIFT's mission and values at all times
- Proactively coordinate less structured fundraising approaches that may be generated by other team members these include fast turnaround grants, research project funding, etc ensuring offer letters and budgets are shared, stored and accounted for in the development tracker
- Undertake any other appropriate duties required by the Executive Director

MANAGEMENT - PEOPLE AND BUDGETS

- Manage any internships and placements working within Development function
- Be responsible for the financial monitoring of fundraising projects and people
- Maintain, analysis and share the Development Tracker, monitoring prospects and confirmed funding against specific budgetary targets.
- Monitor and track fundraising expenditure (consultants, events, hospitality etc) within agreed budgets
- Attend events as required and represent LIFT at meetings
- Be a champion of equal opportunity and uphold LIFT's cultural diversity commitments

PERSON SPECIFICATION

ESSENTIAL SKILLS

- Experience as a departmental lead in fundraising with a successful track record in the arts, cultural or wider charitable sector
- Evidence of achieving regular and sustained income from at least 3 income streams: public funds, corporates, individuals, major donors, embassies, and cultural partners or trusts and foundations
- Evidence of role modelling a can-do attitude, professional confidence, and collaborative working
- Experience of devising, delivering, and monitoring fundraising strategies
- A confident knowledge of the scope of potential trusts and foundations and the ability to prepare and oversee the preparation of them
- The experience, skills, or willingness to engage and form relationships with high level donors and the confidence to make face to face, written and verbal asks for money
- Experience of managing an individual giving/membership scheme
- Excellent attention to detail; can demonstrate logical and methodical approach
- Adept with various IT packages and comfortable working with technology
- Inspired by LIFT's values and able to connect the role of cultural activity in broader social and economic agendas
- Sense of humour and a fondness for people in general

COMPETENCIES AND APTITUDE

- Impeccable (or growing) networking skills and confidence in developing and maintaining contacts across various funding opportunities and sectors Solid numeric and computer skills and a grounded understanding of financial protocols and budget management
- Motivation, tenacity, and ability to implement a robust and resilient tactical campaign
- Excellent organisational and time management skills, able to remain calm under pressure
- Good interpersonal skills, and the ability to build rapport at all levels, including senior management level and funders

DESIRABLE

- Experience of managing events
- Experience of using Spektrix, including the 'Opportunities' module
- Experience and/or knowledge of the creative industries and the arts
- Experience of working on sponsorship pitches and delivery



LIFT 2022, Sun & Sea
Ruglė Batzūžukaitė, Vaiva Grainytė and Lina Lapelytė
Photographer: Ellie Kurtz

TERMS OF EMPLOYMENT

SALARY

£45,000 per annum

ANNUAL LEAVE

25 days paid holiday, plus British public holidays and bank holidays (currently 8 per year)

PENSION

Following completion of the probation period, LIFT offers a Workplace Pension Plan operated by Royal London, whereby we match employee contributions up to an agreed limit

WORKING HOURS

This is a full-time post, assuming a minimum of 35 hours per week. Standard LIFT office hours are 10am - 6pm, Monday - Friday. With this as a baseline, we are open to discussing flexible working options including reduced or compressed hours, remote working and flexible start and finish times. Due to the nature of the role and our sector, some evening and weekend work will be required

PROBATION PERIOD

Three months, during which either party may terminate the contract with two weeks' notice. Notice period is three months following the successful completion of the probation period

BASE

The post is based at LIFT's office at [Toynbee Studios, London](#). The building and the office are both wheelchair-accessible.

HOW TO APPLY

To apply for the post, please apply here: <https://www.liftfestival.com/job-application-form/>

Timeline Reminders

Application deadline: Sunday 2nd July

Interviews: w/c 10 July

Anticipated start date: As soon as candidate is available

If you would like to have an informal, confidential conversation about the role, please contact Stella Kanu at stella@liftfestival.com.

Please note, we would like to schedule in 2 handover days in July with our incumbent Head of Development. In your cover letter please let us know which days in July you could make available. The start date can be later if you are required to work a notice period.

LIFT is committed to being a truly inclusive organisation - from our Trustees and team members to our audience and participants. We treat all job applications equally, regardless of race, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

Our organisation has a flexible and adaptive environment that allows our small, dedicated team to flourish. We are open to discussing the possibility of reduced hours, remote working, flexible start and finish times, or compressed hours.

We will explore this with candidates at interview stage.

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The Second Woman
Nat Randall & Anna Breckon
Photographer: Helen Murray