

Deadline: Midnight, Sunday 5 May 2019
Interviews: W/C 13th May 2019
Preferred start date: July 2019

Job Pack:

Head of Development



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Job Title:	Head of Development
Contract:	Full Time Fixed term til July 2021
Salary:	£45,000
Working hours:	39 hrs pw (worked flexibly; excluding breaks) 22 days pa excl. public/bank holidays & TOIL
Pension:	Ovalhouse operates an auto enrolment scheme.
Location:	Ovalhouse, Kennington Oval
Responsible to:	Director
Responsible for:	Development Officer
Close working relationships:	Director, Chair of Board, Chair of Development Committee. Head of Communications and Audience Development, General Manager, Executive Producer, Young People's Programme Producer, Head of Theatre & Artists Development,

The Opportunity

Ovalhouse is relocating and will open a brand-new theatre in the heart of Brixton in 2020/21. This is an exciting opportunity to be part of the team building the future for our theatre. In the new destination the theatre will continue to work with innovative and bold artists from early career to established professionals and impact the wider theatre sector challenging the status quo.

The Head of Development is a restructured post to lead our development, fundraising and supporter strategy through the successful completion of our new theatre in Brixton. This is a key role with overall responsibility for delivering an income strategy to enable us to raise the remaining income needed for our ambitious and exciting £15m theatre, as part of our partnership with Arts Council England and Lambeth Council. With £13m already secured, our new building will help us grow our impact for young people, artists and wider cultural engagement across Lambeth and pan-London. Ovalhouse has a strong track record and history as an NPO organisation, long-standing supporter database and engaged patrons including the likes of Pierce Brosnan OBE, Paulette Randall MBE, Sanjeev Bhaskar OBE and Jenny Sealy MBE. You will have the support of a Development Officer to assist with research, events, bids, administration of schemes and donor care, and a Board committed to supporting your initiatives. This is an ideal position for an experienced, hard-working and well-networked individual ready to lead this transformative step for Ovalhouse's future.

The Ask

We are looking for a talented, passionate and strategically-focused individual to join our team as the Head of Development.

Key Fundraising Targets: To reach a total of £2.5+ million over the next 3 years

- Develop and secure high-level gifts from new and existing donors
- To develop a strategy and write grant applications for mid-level grants from trusts and foundations and statutory bodies in order to secure funds for revenue-based projects.
- To support the Board and Development Committee to network and secure donations

1. Background Information

Occupying two adjacent buildings, Ovalhouse includes two theatre spaces (seating up to 52 and 96), two rehearsal studios, a cafe bar and gallery and various smaller spaces for workshops and community events. Thirteen long term resident companies occupy the White House, which includes spaces for regular hire to external companies. Ovalhouse is a current National Portfolio Organisation and an Arts Award Centre, with a turnover of £1.2 million.

Ovalhouse has a long history of supporting engagement and developing artistic talent. With a programme stretching across professional work, artists' development, youth leadership, youth and community programmes, work in schools and the creative progression of young artists, Ovalhouse supports and develop 300+ individual artists and professional companies each year – investing, co-producing, and presenting 40 productions seen by 10,000 audiences, with work touring nationally and internationally with the Ovalhouse brand. Our work in learning reaches over 2,500 young people each year.



1.1. Future - The Capital Project

In 2020/1 Ovalhouse will be moving to its new home in Brixton as part of the Somerleyton Road Project, an exciting community partnership that will see our new, fully accessible modern theatre in the heart of Brixton.

- Two theatre spaces
- Seven multi-use accessible studios
- A spacious cafe and foyer, 4 dressing rooms, an accessible reception area, workshop spaces, multi-media meeting and conferencing room
- An increased range of training within our youth leadership programmes
- Ensuring professional opportunities and cross transferable skills for local young people and residential communities
- Commissioning opportunities for an inclusive, diverse range of new professional artists

1.2. Vision and Values

Our vision and values are at the heart of our organisation – inspiring and guiding us in understanding what work we make, who we make it with and who it is for. Our values lead our partnerships with young people, artists, our local communities, individuals and organisations.

Our Vision & Mission

Ovalhouse's mission is to provoke and nurture excellence in theatre amongst professional and community members alike. Ovalhouse is the home of artists and the place where an inclusive range of voices explore all that contemporary London can be in all its complexity, glory and challenge.

Artistic diversity is at the heart of our practice, from the way we respond to artists and support them on their own terms, to the way we develop good practice in pioneering arts inclusion programmes. We are a local theatre for an international city, an international theatre for a local audience.

Our Values

These values express the way we work to deliver our vision. These qualities lead us in everything that we do: Collaborative · Leading · Open · Authenticity · Diverse · Radical · Durable

Our values work on their own and in clusters - supporting both our foundation (what we already do) and sense of future direction (this is what people must see and continue to feel when they engage with us, come and work for us or hear about our reputation).

1.3. Strategic Priorities

Open Access

Our body of work, especially through Learning and Participation is important. Targeted work with young people remains a valuable core to our work. To increase the number of individual young people sessions that currently sits at 1850 – 2,000 per year, we will continue to create significant open access programmes for the highest number of young people of Lambeth (and across London) to experience our projects, models and ways of creating. We aim for a delicate balance between being process led and having a keen excited eye on the end product as a professional theatre, training and upskilling real people for real jobs in our industry.

Theatre & Artists

The collaboration between Learning and Participation and Theatre and Artists Development has proved an exciting and innovation-rich source of planning for our future in Brixton. We want to increase the number and types of crossover journeys between our young people and professional artists to ensure we are producing 'home grown' talent, providing peer-to-peer learning opportunities and our young people are creating art capable of inspiring audiences of all ages.

Diversity

We work across and up and down the organisation to keep diversity at the centre of organisational culture and project planning. With 68% of programming being diverse-led, we have support from local and public sector partners as we seek to break down barriers to access for those from challenging socio-economic backgrounds and marginalised groups.

We aim to be more diverse in our cultural and social make up across the organisation, our board, the work we invest in, and the artists, communities, audiences and young people we engage. Diversity of thought helps us to keep our edges sharp by excluding sameness and guarding against perpetuating marginalisation on a systemic and artistic level. It's ambitious and we know it. No apologies. No concessions.

Brixton Focused

This is both a mind-set and a starting point for most, if not all project planning from 2019 onwards. It encompasses the whole organisation and our friends and supporters' understanding where we are going (destination) how we plan to get there (road ahead), who we need and want to take with us (consultation & engagement) and what arriving well looks like (transition planning). We are aware this takes us through a sustained period of change and adjustment, testing our tolerance for ambiguity and providing an exciting springboard to meet and engage our new community.

2.0 Priorities Work Areas

Strategic Planning and Implementation

- To drive strategic progress at the highest level ensuring strong stewardship of the charity's fundraising targets, plans and potentials
- Lead and integrate the fundraising function across Ovalhouse to achieve maximum and sustainable income and other added value
- To structure the capital fundraising and work with the Director (and other key staff) to plan and implement its phases – including bids, schemes, individual donors and events
- Provide a detailed strategy matching prospect to gift level, and to pursue accordingly
- To work with the Director and Chair to refresh and re-shape the Development Committee
- To work with the Executive Producer and relevant members of staff in Theatre and Learning and Participation to devise and implement a strategy for supporting the ongoing projects that comprise Ovalhouse's artistic activities
- To work with the Head of Communications and Audience Development to produce the material and comms needed for the campaign, and to ensure the profile of our fundraising initiatives

Application & Bid Preparation and Reporting

- With the support of project leaders and SMT write grant applications for mid-level grants from trusts and foundations and statutory bodies (usually at £10,000 – £100,000) to secure funds for revenue-based projects.
- To work with the Director and other members of staff as appropriate to write bids to trusts and foundations for the capital project
- To prepare regular reports for the Board and appropriate reporting for all grants

Relationship Management

- To work with the Development Committee to maximise opportunities
- To work with the Development Office at Christ Church Oxford to realise the potential of our historic links with the College and their pledged support
- To work with the Development Officer to build and maintain a database of donors and supporters and ensure exemplary donor care for all supporters
- To design the transformation of Capital donors into an ongoing Friends type scheme for the future
- To work with relevant staff to generate and manage fundraising events, including the opening events and galas where relevant

Management – People & Budgets

- To manage the Development Officer
- To be responsible for the financial monitoring of project and people.
- To be responsible for the maintenance of good filing/archive systems and databases.
- To monitor and track expenditure within agreed budgets
- Attend events as required, and represent Ovalhouse at meetings.
- An understanding of equal opportunity and cultural diversity commitments

3.0 Person Specification

Essential Experience/ Skills

- 3 years' experience in both capital and project fundraising in the arts or a relevant field
- Evidence of having achieved regular and sustained income from Individuals, major donors and trusts and foundations
- Excellent written and oral communication skills
- A confident knowledge of the scope of potential trusts and foundations and the ability to prepare and oversee the preparation of them
- The experience and skill to engage and form relationships with high level donors and the confidence to make face to face, written and verbal asks for money
- Motivation, tenacity and agility to implement a robust and resilient strategic campaign

Desirable

- Experience of taking an active leadership role within an organisation or team
- An understanding of theatre and engagement in the arts, and the ability to advocate for our work

4.0 How to Apply

Please note that applications can only be considered if they are submitted through the Ovalhouse Online Recruitment System, and returned by the closing date Midnight, Sun 5th May 2019 upload: ovalhouse.livevacancies.co.uk

1. A Current CV (no more than 3 pages)
2. A personal statement referring to all points in the essential and desirable person specification list detailing your suitability to the role (1000 words max).
3. Write and upload a brief response to this question: We have identified the need to raise a lead gift based on the naming of Studio Theatre 1. How would you go about this? What are the key challenges? (500 words)
4. Complete the Equalities Monitoring online

Applications Deadline: Sunday 5 May, midnight strictly apply at

ovalhouse.livevacancies.co.uk

5.0 Interview process

The process will include panel interviews, presentations and an opportunity to meet staff teams.

- First stage interviews: Interviews w/c 13th May.
- Preferred Start date: July 2019

Best of luck