

# RAMBERT SCHOOL

## HEAD OF DEVELOPMENT JOB DESCRIPTION & PERSON SPECIFICATION

### Information for Candidates

#### 1. Introduction to the School

The origins of the Rambert School date back to 1920, when iconic Polish dance pioneer of the Ballet Russes, Marie Rambert, founded a dance school in Kensington. The Ballet Rambert flowered from the Rambert School and, having remained intrinsically linked through the decades, produced and nurtured some of history's most innovative and celebrated dancers and choreographers. From Frederick Ashton to Antony Tudor and Christopher Bruce, the Rambert name has been synonymous with technical excellence and thrilling creativity.

Our mission is to provide world-leading training and education in ballet and contemporary dance, embracing individuality and new ideas whilst being deeply rooted in tradition and technical rigour.

Our student body is purposefully small but diverse, with 45 undergraduates from all over the world accepted each year to benefit from intimate and intensive training.

The opportunity for students to create and showcase their own work is a vital part of our offer, with 80 new student choreographic works produced every year. Our dancers perform at a variety of world class venues including Sadler's Wells and the Royal Opera House.

Rambert School delivers a unique dual-focused training model through our Foundation/BA (Hons) degree course with a 50/50 emphasis on ballet and contemporary dance, unlike any other dance school in the UK. We are also delighted to be pioneering a brand new MA course in Professional Dance Performance in partnership with Rambert Dance Company, creating a new ensemble of outstanding dancers under the name Rambert2. This is the first programme in the world to integrate professional experience at the highest level with postgraduate study.

Rambert School is an outward looking institution and we are passionate about engaging audiences far and wide. Every week 140+ participants aged 2.5 years and up attend a programme of classes for Children, Young People and Adults, and an average of 150 international participants attend the Summer Courses each year. The School connects with members of the community and pupils from local schools and colleges through visits, workshops and open rehearsals.

#### 2. The role

These are exciting times for our school and as we reach our centenary year, we are committed to securing a stable and sustainable financial future. As the landscape of Higher Education funding from government changes and looks set to fall radically within the next few years, we need to grow our income from philanthropic sources to maintain the quality and accessibility of our unique offer.

Our need to fundraise is based on three key priorities:

- to remain open to those young dancers exhibiting greatest creativity and potential, regardless of background and financial means, which means continuing to grow our significant bursary scheme
- to embed ourselves even further in our local community, engaging as many people as possible in the physical, mental and social benefits of our art form and nurturing the next generation of professional dancers through our Learning and Participation programme
- to expand and rejuvenate our physical spaces making our School fit for purpose in the decades to come

In this newly created role, you will oversee the School's long-term fundraising activity across revenue streams (individuals, statutory bodies, trusts and foundations and corporates), leading on strategy as well as cultivating key relationships and making approaches to top prospects.

You will report directly to the Principal, and be supported by a Development Officer. You will also be able to draw on the expertise of our experienced and dedicated marketing and communications team.

We are fortunate to have an extremely active and experienced Board of Trustees with whom you will be expected to work closely, and provide regular reports. Our performance programme creates frequent touchpoints with both existing and prospective donors throughout the year and our team and students are more than happy to help with cultivating prospective donors.

You will also have the benefit of the consultancy work we have contracted from Philanthropy Company since April 2018 to build the foundations of the fundraising programme and in particular, to help us develop a multi-year £1.77m capital fundraising campaign to improve and extend our studio spaces.

You will need to be a self-starter that can develop relationships at every level, both internally and externally, and be methodical about identifying prospective donors and soliciting donations. We have kept historical records of donor and prospect activity and now maintain CRM functions through the E-Tapestry database.

In summary, you will be an integral part of a small organisational team that will support you to achieve your goals. This is a role where you can truly take the lead and make your mark, and your work will make a real difference to the future of the Rambert School and the wider dance sector.

### **3. Job description**

#### **a. Purpose**

- Create and lead fundraising strategy across income streams and at all levels of gift, meeting targets agreed each financial year
- Take the lead on donor identification and cultivation activity, working closely with the Board and Executive
- Steward all existing major donors, providing high quality account management so they continue to support the School in future
- Carry out all business development activity including donor research, identification, cultivation and solicitation

## **b. Accountabilities**

### **i. Stewardship**

- Manage and administer the day to day relationship of all major donors
- Ensure all donations are paid as pledged
- Create a renewal strategy for each donor towards the end of their funding term
- Write regular reports to donors on the impact of their gift
- Ensure existing donors are engaged as far as possible in performances and events

### **ii. Cultivation**

- Work with Trustees and other senior volunteers to open up their networks to attract further support
- Regularly research prospective donors and design individual cultivation strategies
- Make the ask, leveraging Executive and Trustee support as appropriate

### **iii. General**

- Letter and proposal writing, creation of cases for support and fundraising collateral as required
- Oversee effective maintenance of all donor and prospect records on E-Tapestry
- Ensure compliance with established fundraising standards and best practice

## **c. Experience and knowledge**

### *Essential*

- Extensive experience of major donor fundraising. You should demonstrate considerable success in planning and executing capital and revenue fundraising strategies, making and securing 6 figure gifts from different income streams including individuals, corporates, trusts and foundations and statutory bodies
- Proven experience of mobilising senior volunteers and/or Boards to secure funding
- Development experience in an arts/culture or higher education setting and relevant knowledge of the fundraising landscape

### *Desirable*

- Experience and knowledge of the dance sector

## **d. Skills and personal qualities**

- Confident self-starter who will take a senior role in the School's development and contribute to shared goals and vision
- Exceptional interpersonal skills in building relationships; this should include tact, diplomacy and the ability to persuade and facilitate discussions with major donors
- Exceptional written communication skills that will result in creative and accurate applications and proposals that present a compelling case for funding

- Excellent judgement in deciding appropriate steps and appropriate action in the development and asking process
- Ability to present information in a concise and relevant way
- Ability to manage a diverse range of donor and volunteers' relationships
- Excellent support skills, both administrative and organisational, to ensure maximum impact from the development committee
- Use of Microsoft Word, PowerPoint and Excel
- Use of fundraising databases for monitoring and reporting pipelines (knowledge of E-Tapestry an advantage)
- Willingness to work in the evenings at events from time to time
- Ability to work positively and collaboratively as part of a small and committed team.

#### **4. Terms and conditions**

##### a. Location

The normal place of work will be on the School campus in St Margarets, West London. Flexible hours and home working are welcome. Some UK travel may be required.

##### b. Salary

Negotiable, commensurate with experience  
Competitive holiday and pensions package provided.

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#### Rights to work in the United Kingdom

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK, we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency. <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

#### DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.