

# Development Manager, Statutory, Trusts and Foundations

Candidate Information Pack

December 2024



# Welcome



Thank you for your interest in working with us. Capital Theatres' mission is to be Scotland's most loved theatres, sharing extraordinary live experiences with everyone, again and again. We aim to build a sense of belonging across our three venues in Edinburgh, through the strength of our creative programme and partnerships.

This is an incredibly exciting stage of Capital Theatres' development as we evolve as an artistic hub of excellence and as an accessible community partner, committed to making a difference with the communities we serve.

Edinburgh thrives on being a vibrant cultural beacon. Capital Theatres plays its part by providing an important set of venues both as a year-round source of creative engagement and entertainment and for the city's festivals.

We recently launched our new business plan which includes exciting new co-producing partnerships, an artistic talent development programme, an expansion of our health and well-being offer and re-opening the newly refurbished King's Theatre.

We could not achieve all this without the invaluable support of our generous funders and donors. As a member of the Development team, you will be at the heart of raising funds to help ensure we can deliver these future plans, supported by an enthusiastic and experienced team. If you believe you have what it takes to excel in this role we look forward to hearing from you.

**Chief Executive, Capital Theatres**

# Capital Theatres

Capital Theatres operates three busy theatre venues in Edinburgh; the Festival Theatre (1915 seats), the King's Theatre (1200 seats) and The Studio (155 seats).

Capital Theatres believes that arts, culture and heritage help communities explore their identity, values and behaviours. They connect people, support education and skills development, and have a positive impact on peoples' health and wellbeing. When communities participate in cultural activities it enhances civic engagement, democracy and social cohesion.

Capital Theatres' venues make a vital contribution to Edinburgh's communities and the city's world-famous reputation and rich cultural ecology. We play a key role in the sector's contribution to the UK cultural economy. Around half a million people every year enjoy the performances on our stages, and 17,500 take part in creative activities in our venues, and in community settings.

Our vibrant theatres also support a diverse range of businesses across the UK within the performing arts, hospitality and tourism industries. We do not receive any regular funding from the Scottish Government through Creative Scotland, and our annual grant from the City of Edinburgh Council accounts for 4% of our income. 96% of our income is generated through ticket sales, trading operations and fundraising.

While we recognise we are facing a set of challenges: pressure on public services; a growing cost of living crisis; climate change, and global instability, we feel the programmes on and off our stages are more important than ever in helping provide support and social connection and encouraging empathy and critical thinking.

Discover more about Capital Theatres [HERE](#)



We welcome the community to take part in weekly activities year round, as shown in the images above and left



## Who we are

Capital Theatres' believes that every member of staff contributes directly to the organisation's growth and success. All staff have a voice in how the charity operates. Our values and behaviours are listed opposite.

## Our values

### We care

We take a people-centred approach  
We go above and beyond so everyone feels welcome  
We are thoughtful, respectful and sincere

### We share

We are collaborative, transparent and inclusive  
We truly listen and respond  
We are committed to wielding access

### We dare

We rise to any and every challenge  
We are ambitious in outlook  
We are courageous

### Together we deliver

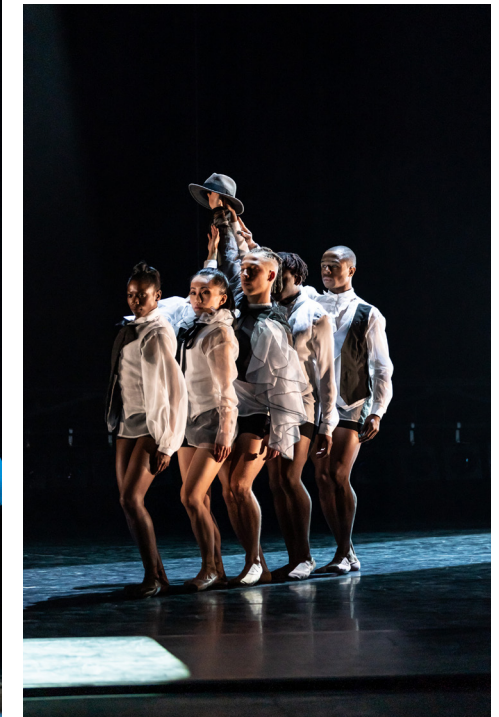
We have a 'can do' attitude and take pride in our professionalism  
When we collaborate there is unmistakable energy  
We are trusted to deliver a quality experience every time

Left, Matthew Bourne's Edward Scissorhands.  
Right, Capital Theatres' and Raw Material's James V

# Equality & Diversity



Left, Orphans, below, Ballet Black.



Equality, diversity and inclusion (EDI) is at the heart of Capital Theatres and what we strive for as an organisation. Our aim is to increase our knowledge and experience of developing meaningful contribution to, and depth of engagement with, culture and the arts. We work towards this by taking a mainstream approach of embedding EDI into the full range of our work. Our rationale for doing this is twofold: we have a moral and social responsibility to engage with the communities we serve; we also recognise the business advantages of a broader, stimulating, programme, a more diverse audience and a wider range of skills amongst the team.

It allows us to bring a broad range of ideas, perspectives and backgrounds into the organisation and make it a great place to work. This improves cultural sensitivities, problem solving and creativity as well as bringing higher job satisfaction amongst our workforce and a sense of pride in what we do.

Our EDI strategy aims to deal with the visible and the invisible characteristics that are currently underrepresented in our work, to ensure that our theatres remain vibrant, forward thinking and welcoming so that everyone that visits and works with us feels valued, respected and listened to.

Our ambition is to achieve greater ethnic diversity representation, disability, gender, sexuality, faith, socio-economic status and age. As Scotland's largest theatre charity, our aim is to reflect the diversity of our city in the performances on our stages and in our audiences, volunteers, participants and workforce.

# Development Team

## About us

The Development Team was established in 2018 to deliver the King's Theatre capital campaign, of which we have secured over 90%, and to develop revenue fundraising for Capital Theatres.

We enjoy a great relationship in the team and with our colleagues across the organisation, working together to support the delivery of our charitable work and demonstrate our impact.



**All posts responsible for both revenue and capital fundraising**

# The Role

## **Development Manager for Statutory, Trusts and Foundations**

This role will be instrumental to the development and delivery of Capital Theatres' ambitious fundraising strategy for the long-term sustainability of the organisation. Capital Theatres has extensive relationships with major trusts, foundations and statutory funders for example, the City of Edinburgh Council, National Lottery Heritage Fund, Creative Scotland and Cash for Kids. As we near the end of our capital fundraising for the King's Future, we will be refreshing the statutory, trust and foundation strategy to ensure as many capital funders as possible continue their support of the charity beyond the campaign, and develop relationships with new funders.

### **The successful candidate will be creative, proactive, and flexible, with the ability to turn their skills to unexpected challenges**

We are seeking candidates with experience of

- researching trusts, foundations and statutory sources of funding
- writing persuasive funding proposals and evaluation reports which communicate complex messages to a range of audiences
- relationship building and account management with grant funders such as NLHF.

## **Skills and Knowledge**

You will lead on

- Developing a new fundraising strategy to grow income from statutory, trusts & foundations (restricted and unrestricted/ revenue and capital)
- Growing the pipeline of funding applications including carrying out research into potential new grants
- Writing creative, high quality funding applications with colleagues across the organisation including developing budgets
- Reporting to statutory, trusts & foundations funders in ways which demonstrate the impact of the charity's work
- Maintaining accurate donor/funder records

## **Organisational Culture**

All team members contribute to

- the organisation's strategic priority of inclusivity and sustainability
- the development of a professional working and learning environment within the organisation
- new projects and changing priorities

As this role is part of a small team, the postholder will also be expected to support on wider team projects including hosting at events, reporting to the wider team on Development progress and activities, liaising with all teams to ensure that project information and budgets are up to date, updating the website with relevant fundraising information, and credits and representing Capital Theatres at external cultivation and networking events.

## **Person Specification Essential**

- Excellent interpersonal and relationship management skills with the ability to develop effective relationships with colleagues, funders, partners and Board Members
- Ability to organise, prioritise and execute responsibilities in the face of conflicting priorities
- Excellent written and verbal communication skills and ability to tailor your approach to your audience
- Track record of successfully raising 5 and 6 figure grants from trusts, foundations or statutory funders
- Sound financial acumen

## **Desirable**

- Knowledge of UK charitable giving, and Fundraising Codes of Practice
- Experience of managing NLHF and major multi-year grants
- Prior use of CRM systems (e.g. Spektrix, Raiser's Edge, Tessitura, ThankQ)
- Creative and strategic approach to donor/ stakeholder/partner cultivation and long-term planning

# Terms and Conditions

Our commitment to you is that we will provide a friendly, safe and healthy work environment alongside personal development and training.

## Reporting to

Director of Development

## Tenure

This is a full-time, permanent contract and is subject to a probationary period of three months.

## Salary

Range: £40,000 to £45,000.

We are a Fair Work employer which means we implement Fair Work practices and offer fair pay, fair working conditions and employment opportunities.

## Hours

This is a full-time post.

Core hours are Monday – Friday, 10am – 6pm.

Due to the nature of the role, occasional work outside of these hours in evenings and at weekends will be required.

## Flexible Working

As a non-operational role, up to 40% of your contracted hours can be spent working remotely. All our files and CRM data can be accessed online to make this possible.

## Annual Leave

35 days per annum (inclusive of all statutory Scottish bank holidays).

Holiday year runs from 1 April – 31 March.

## Pension

The Company operates an auto-enrolment pension scheme with 8% employer contribution and 4% employee contribution.

Option to increase through additional voluntary contributions.

## Place of Work

Our offices are at Festival Theatre and you will spend time at all three venues. Some local and national travel may be required.

## Additional Benefits

Capital Theatres offers a number of discretionary benefits including:

- Life assurance cover of 3x salary
- Free and/or discounted tickets for performances (subject to availability)
- Complimentary Friends Membership
- 20% discount in the Festival Theatre Café
- Discounts of up to 20% on gym memberships for staff and partners/friends/relatives
- Cycle to Work Scheme

## Notice Period

3 months.

# To Apply

Please send a cv and a letter of application addressing how your experience and skills match the role and personal specification to **recruitment@capitaltheatres.com**. The letter of application should be no longer than two sides of A4. All applications will be acknowledged.

**Deadline for Applications:  
12 noon on Wednesday 22 January 2025**

**Interview date:  
Thursday 30 January 2025**

Capital Theatres is committed to cultivating an inclusive culture and a team that represents our collective communities. We welcome applications regardless of age, disability, gender identity, sex, marriage and civil partnership status, caring responsibilities, race, religion or belief. We particularly welcome applications from people with disabilities and Global Majority backgrounds as communities that are currently underrepresented in our teams.

If this role excites you, and you would like to discuss what we are looking for, we would love to hear from you. For an informal chat, please get in touch with our Director of Development, Charlotte di Corpo at **charlotte.dicorpo@capitaltheatres.com**





**CAPITAL  
THEATRES**

We are an independent theatre organisation  
and a registered Scottish Charity No SC018605

Image: James IV