

Development Manager

Detailed Job Description

Job Title:	Development Manager
Salary Range:	£50,000 - £60,000
Benefits:	28 days' annual leave plus winter closure period Pension Scheme Hybrid working possible
Reporting to:	Managing Director

Job Summary

The British American Drama Academy (BADA) is seeking an experienced, individually motivated fundraising professional who thrives on working independently both administratively and in frontline fundraising to lead institutional strategy and day-to-day operations to grow and strengthen the organization's fundraising activity.

Duties and Responsibilities

Fundraising

- Develop and implement BADA's fundraising strategy and targets, including researching, creating, and managing timelines, budgets, and other related materials.
- Communicate effectively with donors, staff, and other stakeholders, and collaborating with BADA colleagues to align development efforts with organizational goals.
- Prepare and deliver donor reports, presentations, and other materials as required.
- Undertake plan for setting up an Annual Fund donor appeal, as well as continue to cultivate current and prospective donors.
- Develop strong relationships with BADA's established donors and actively expand the donor base.
- Build and maintain strong relationships with colleagues at BADA, faculty, masterclass tutors and visiting artists and alumni, to ensure income generation opportunities on both sides of the Atlantic are identified and developed effectively.
- Develop and host donor engagement opportunities at BADA's programmes in London and Oxford
- In collaboration with UK and US colleagues, plan, organise, and execute fundraising events, or Academy events with external stakeholders in attendance (i.e. donors, prospects, alumni and parents), including managing invitations and guest lists, coordinating logistics and budget management, and delivering event communications.
- Produce all gift acknowledgements, tax receipts (specifically for US dollar donations), and other correspondence and ensure they are sent in a timely manner.
- Travel to the US a minimum of once per year.
- Research, write, and submit grant proposals, as required.

Working with volunteer leadership

- Coordinate with Managing Director and BADA Chair to maintain fundraising objectives and ensure progress is communicated to the BADA Board and Fundraising Committee.
- Work with the AFBADA Board Chair and Board Members to ensure that overseas supporters are considered in relation to all fundraising initiatives.
- Take responsibility for the co-ordination of AFBADA Board meetings (currently held twice per year). Collaborate with BADA Executive, AFBADA Chair and AFBADA Secretary on agenda curation, prepare papers, attend (either virtually or on occasion, in person) and take minutes at all meetings.
- Assist Board Members in peer-to-peer requests for support from their networks.

Data & Mailings

- Update and regularly maintain Academy's CRM database, including recording donor cultivation and stewardship, and generating lists and data outputs as needed for any relevant communications such as for appeals, announcements, and events.
- Develop strategic priorities for cultivation using the database, incorporating initial outreach built through the 40th Anniversary activities.
- Accurately record donor information in line with the data privacy policy, GDPR (General Data Protection Regulation) and any other applicable policies or legislation.
- Ensure that all students are added to the database as alumni following course completion.

Finance

- Ensure prompt and accurate processing of donations and related income
- Liaise as necessary with the Finance Director to maintain accurate records of contributions and other related financial information
- For UK donations, maintain Gift Aid paperwork and electronic archive to support Gift Aid claims as needed

Working Hours

- BADA's usual working hours are 9:00am to 6:00pm. The nature of the position requires flexibility and a willingness to work occasional evenings and weekends.
- Annual travel to the US and willingness to work in London and occasionally Oxford (in the summer months) is required.

BADA is a well-established, small, rigorous and inclusive theatre training community. All staff are expected to work together in a positive and collaborative spirit, and to share a deep commitment to our vision to enable US and other international students to participate fully in our courses, irrespective of barriers they may face linked to ethnicity, class, disability, gender, sexuality, socio-economic or any other.