

**English
National
Ballet
School**

Recruitment information pack

Senior Philanthropy Manager



Introduction

English National Ballet School prepares the finest young ballet dancers aged 16 to 19 for a lifetime of achievement over a three-year programme validated by Trinity College London. We provide our students with world-class training, education, pastoral care and performance opportunities to develop versatile, intelligent and interpretive artists.

In an academic year we train 90 full-time students and another 150 part-time students from a broad range of ages and experience, as part of our commitment to broadening access to the study of classical ballet and dance. Our graduate Professional Trainee Programme prepares students for the transition to a professional career.

We provide our students with the confidence, creativity and skills needed for a career as a professional dancer with some of the most prestigious ballet companies in the UK and around the world. Although a separate organisation, we maintain strong links with English National Ballet, with a third of their dancers being graduates of the School.

We are exceptional in the field for our training and pastoral care and have been awarded Outstanding by Ofsted at every inspection. In 2020 our Healthcare Team won the One Dance UK Dance Healthcare Team Award. We aspire to be the school of choice for the next generation of ballet artists and to pioneer for the future of dance education.



Job description

Title of post: Senior Philanthropy Manager

Reporting to: Head of Development

Key working relationships: Head of Development, Executive Director, Artistic Director, Senior Management Team, Board of Governors, Development Subcommittee.

Place of work: London (Hybrid)

Salary Range: £45,000–£50,000 pro rata depending on experience.

Contract: Permanent, part time 0.8 with a 6 month probationary period.

Purpose of the job

The Senior Philanthropy Manager will play a key role in English National Ballet School's strategic planning. Funds raised will help ensure a student's financial situation is not a barrier to attending, provide scholarships for exceptionally talented students, and contribute to a capital campaign for the planned major refurbishment of our premises.

How to apply

Candidates are invited to complete the [application form](#). If you are disabled and wish to submit your application in a different format, please contact recruitment@enbschool.org.uk.

Please also complete our separate [Equal Opportunities Monitoring Form](#). We are an equal opportunities employer, and we welcome applications from all suitably qualified persons. Applicants must have UK work authorisation.

ENB School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to a Disclosure and Barring Service Check.

Deadline for applications:
12 noon, Thursday 7 March 2024

Interviews will be held:
Tuesday 12 or Wednesday 13 March 2024



Key objectives and responsibilities

- Contribute to the development and implementation of the School's fundraising strategy.
- Own, develop and deliver the strategy for identifying and cultivating new individual donors to meet organisational fundraising targets specifically generating income from high-net-worth individuals.
- Initiate, build and sustain productive fundraising relationships with a range of new major donors and prospects.
- Personally manage a portfolio of donors, producing and managing individual cultivation and stewardship plans.
- Lead on the identification and research of potential new individual donors to produce a pipeline of prospects and income opportunities.
- Use existing networks and volunteers to identify new prospects and to enable approaches via their introductions.
- Ensure full and timely records of all activity are kept on the database in adherence to set policies and procedures.
- Coordinate the delivery of Development Subcommittee meetings.
- Keep up to date with best practice in fundraising and comply with relevant legislation and regulation ensuring that good practice is observed.

Duties

- Develop the Individual Giving, including Major Donor strategy and create compelling, relevant and tailored funding proposals to prospective and existing donors.
- Identify and develop necessary systems and processes to support the growth of major donor income.
- Manage the individual fundraising income, ensuring achievement of the financial targets.
- Ensure all major donors and prospects have an appropriate relationship with ENBS making full use of Governors, Directors and other SMT members as appropriate.
- Prepare bespoke cultivation plans for each major donor and to liaise with colleagues across the organisation as appropriate to manage the delivery of the plan ensuring information is captured and recorded accurately on the school's Access fundraising database.
- Employ a variety of personal engagement and communications mechanisms to ensure that prospects and supporters become, and remain, fully engaged with our cause.
- Manage the alumni database and utilise for fundraising purposes when appropriate.

Safeguarding duties and responsibilities

- The School is committed to safeguarding and promoting the wellbeing of all students, all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues and agencies appropriately.



Person specification

Applicants for this post should demonstrate how their skills and experience meet the following person specification.

Experience and Skills	Essential	Desirable
Demonstrable and highly developed interpersonal and communication skills both written and verbal	✓	
Excellent organisation, prioritisation and time management skills with the ability to deliver to deadline	✓	
Ability to apply a broad range of communication skills to influence, motivate and persuade a wide range of people to donate	✓	
Ability to manage relationships effectively	✓	
Good project management skills		✓
Demonstrable track record in raising major gifts at the five -figure level or more and developing long-term relationships with donors that lead to further support.	✓	
Demonstrable experience of achieving income against agreed targets	✓	
Demonstrable experience of recruiting new donors	✓	
Experience of developing and delivering exceptional donor stewardship programmes	✓	
Experience of producing written reports and proposals, delivering quantitative and qualitative information in both formal and informal style	✓	
Comprehensive understanding of best practice fundraising with the flexibility and skill to interpret this to ENBS own environment.		✓
A good level of computer literacy including CRM and databases	✓	
A thorough understanding of tax efficiencies relating to significant donations		✓
A good understanding of the Major Donor fundraising market and trends		✓

This job description is a guide to the nature of the work required of the Senior Philanthropy Manager and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

English National Ballet School



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