



ROGREGORWAYNE

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Development Manager

Job Profile, July 2025



## Who we are looking for

This is an excellent opportunity for an ambitious and talented fundraiser to make their mark within our world-class Studio. Working closely with the Executive Director, the successful candidate will help to realise established development strategies and campaigns, and reach vital income targets that help to support Studio Wayne McGregor's artistic vision, artist development work, and engagement work. They will work across individual giving, partnerships, and trusts and foundations, to develop long-term relationships with stakeholders, cultivate new interest in the Studio and pursue all opportunities for financial support

## About us

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups - if this is a transition to a more senior role, we will support you.

<b>Job title:</b>	Development Manager
<b>Main objectives:</b>	Work directly with the Executive Director to develop, deliver and lead forward a robust strategy to establish philanthropic income streams spanning individual giving, trusts and foundations. The role is split equally in focus between Individual Prospects and Donors, and Trusts and Foundations
<b>Responsible to:</b>	Director of Finance and Admin
<b>Responsible for:</b>	Marketing and Development Coordinator
<b>Key working relationships:</b>	Executive Director, Artistic Director, and Strategy Consultant

# KEY RESPONSIBILITIES

## Individual Donors

- Implementation of compelling calls for philanthropic support, tailoring packages to individuals, supporting the creation of communications packages, and drafting approaches for support.
- Communication with and stewardship of existing donors, nurturing philanthropic relationships with a portfolio of prospects to secure one-off and multi-year gifts.
- Providing prospect research and supporting the cultivation of relationships with prospective donors, including drafting letters, briefing notes and tailored approaches.
- Management of donor and renewal processes including invoicing, contracts, renewal approaches, introductory meetings, thank you letters, recording, and archiving, with the aim of ensuring a high donor retention rate and new donor acquisition.
- Coordinating and arranging tickets for performances, working with the delivery team to understand the individual arrangements for different performance runs.
- Development and coordination of supporter cultivation events programme and stewardship plans for current supporters and new prospects, including managing RSVPs, guests lists and prospect research, itineraries, arranging catering, booking transport, and any other appropriate tasks.



- Establish and maintain the processes and systems, including for the donor database, needed to ensure efficient and effective fundraising, focusing on using information to create a high-quality donor experience, improve donor acquisition, and maintain productive relationships with new and historic contacts.
- Managing event budgets and invoicing according to finance procedures.

### **Trusts and Foundations**

- Lead on Trusts and Foundations research, strategy and timeline for applications, producing high-quality written applications, to increase income and new funds raised from these sources.
- Develop and manage a pool of current and prospective trust and foundation donors, inviting them to get closer to the work through attendance at events, workshops, and performances where appropriate.
- Lead on a wide range of methods to cultivate relationships, including cultivation events, meetings, and correspondence, developing a network of supporters.
- Work with the Executive Director to identify new work streams that may qualify for funding.
- Utilise knowledge of the charitable funding landscape to regularly update the Trusts and Foundations database with identified opportunities, to maximise philanthropic funding.
- Utilise an understanding of Studio projects to match activity to funding opportunities, to increase likelihood of successful applications.
- Preparation of compelling case for support materials, expressions of interest, and funding applications.
- Administration of trusts and foundations related income and documentation to meet internal and external requirements, and to maintain up-to-date records, including liaising with the finance team, communication requirements and record-keeping on the development database.
- Assist with the project management of successful grants by logging reporting requirements, setting up frameworks for monitoring and evaluation and working with the wider delivery team.

### **General**

- Cross-departmental approach to working, scheduling regular meetings with members of the team to develop an advanced understanding of the Studio's varied strands of activity, with the aim of attracting support across the broad scope of programming and shaping a funding strategy which works within the Studio's overarching strategy.
- Overseeing statistics collected by the WORK group across all activity, maintaining spreadsheets and using data in both grant reporting and applications.
- Effective record-keeping and organisation of the Development SharePoint area.
- Maintaining and refining Studio Wayne McGregor's CRM database records of actual and potential donors, trusts and foundations, and studio contacts for major events, logging correspondence, payments, events, and campaigns.
- Work to ambitious targets across the above-mentioned streams, ensuring adequate monitoring against budget, reconciling to the accounting software QuickBooks and monthly reporting on progress to the Finance Director
- Support monitoring and evaluation processes and frameworks across wider activity, collecting information with a view to measuring impact, and shaping future applications.



## Person specification

### Essential

- At least three years' experience of working in fundraising, development, or account management role.
- Excellent interpersonal skills, an adept networker, and the ability to form good working relationships with internal and external stakeholders.
- Experience of charity fundraising and knowledge of UK individual giving, patrons and/or membership schemes
- Excellent written and verbal communication and presentation skills, with the ability to translate project briefs into persuasive fundraising cases for support.
- Ability to work effectively as a member of a small team and with a flexible and collaborative approach to achieving organisational goals.
- Highly responsible with the ability to work with discretion, tact, and confidentiality.
- Experience of managing multiple and sometimes competing demands in a fast-paced environment
- Excellent IT and database management skills
- An entrepreneurial and flexible approach with a positive attitude to change.
- Enthusiasm for dance, digital innovation, and the arts
- Interest in the work and projects run by Studio Wayne McGregor

### Desired

- Experience of CRM systems.
- Proficient in using IT including Microsoft Excel and Adobe Acrobat and Adobe InDesign
- Events management (virtual and in person)
- Understanding of fundraising codes of practice, GDPR and all relevant legislation.
- Demonstrable experience of securing grants from Trusts, Foundations, or Individual Donors
- Experience of working with the Arts Council England, and of their reporting requirements.







## TERMS

**Start Date:** ASAP

**Hours:** 3-4 days per week 7 hours per day with an hour unpaid lunch break across Monday to Friday but some evening and weekend work may occasionally be required. SWM operates a Time Off In Lieu (TOIL) system.

**Office Base**

Studio Wayne McGregor  
Broadcast Centre, Here East  
10 East Bay Lane  
Queen Elizabeth Olympic Park  
London, E15 2GW

**Salary:** £36,000 - £40,000 pro rata per annum dependent on experience.

**Holidays:** 28 days including bank holidays pro rata per annum.

**Benefits**

- Flexible working and a company culture that promotes good work/life balance.
- Additional leave for length of service
- Training budget for every member of staff
- Access to stage rehearsals of Company Wayne McGregor works.
- Access to events hosted by Here East
- Festive day – additional time off around Christmas
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events
- SWM offers a designated stakeholder pension scheme.

The role will be based at the Company office at Broadcast Centre, Here East, 10 East Bay Lane, Queen Elizabeth Olympic Park, London E15 2GW. SWM provides the opportunity to work remotely on an ad hoc basis, in consultation with the Employee's Line Manager.

## HOW TO APPLY

**Closing date:** Monday 4<sup>th</sup> August 10am

Please send a supporting statement (of no more than 2 pages) outlining why you want to work for us and how you meet the requirements of the role along with your CV (of no more than 2 pages) to: [recruitment@waynemcgregor.com](mailto:recruitment@waynemcgregor.com)

We want you to complete your application in a way that is comfortable for you, and welcome applications via audio or video. Please send to [recruitment@waynemcgregor.com](mailto:recruitment@waynemcgregor.com)

Elements of the post may change and develop, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised, and updated in consultation with the post holder to reflect appropriate changes.

**Interviews:** During 6<sup>th</sup> – 15<sup>th</sup> August. In person at the Studio and via Teams where appropriate. Travel from outside of London will be reimbursed.





## STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.



## VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

