

# Development Manager Role Description

Job Title: Development Manager  
Company: Boundless Theatre  
Location: Hybrid (Remote and on-site)  
Salary: £35,000 (pro rata)  
Hours: 0.6 FTE (3 days)  
Reports To: Executive Producer & Co-CEO  
Role Begins: February 2025

**Deadline for Applications: Tuesday 3<sup>rd</sup> December @ 5pm**

## About Boundless Theatre

Boundless Theatre was established in 2001 as an innovator, advocator, and producer of theatre that engages young people. Operating from our Croydon base at Stanley Arts, where we moved in 2022, we specialize in co-creative work with young people aged 15-25. We focus on co-production, artist development, and community engagement, all centered on the voices and experiences of teenagers and young adults. In 2025, we aim to push this further, ensuring we remain a leader in theatre made by and with young people.

Originally founded as Company of Angels, Boundless Theatre has been a National Portfolio Organisation since 2012, with secure funding through to 2026.

[Boundlesstheatre.org.uk](https://boundlesstheatre.org.uk)  
[@boundlessabound](https://www.instagram.com/boundlessabound)  
#weareboundless

Boundless Theatre,  
Stanley Arts,  
12 S Norwood Hill,  
London  
SE25 6AB

**boundless  
theatre**

## Our Values

Boundless Theatre's work is driven by a strong set of values developed collaboratively with our community, including our Board of Trustees and our Advisory Group of 15-25-year-olds. We seek someone who can embody these values and foster them within the team and community:

### **Empowering:**

We believe in fully supporting all young adult artists and audiences to share their vision for the future. By creating ongoing and adaptable support, we help our community thrive, recognizing the power and resilience of 15-25-year-olds, and fostering an environment of open dialogue and resource-sharing that speaks to their lived experience.

### **Creativity:**

We are radical and embrace disruption, challenging conventional thinking to enable young adults to lead creative lives. We encourage creative problem-solving and adaptability, leaning into new ideas and change to build a dynamic future together.

### **Collaboration:**

We believe the best results come from collaboration with our community, amplifying marginalised perspectives, and seeking equitable solutions. We are committed to creating spaces where all voices are heard, and we embrace the discomfort necessary to drive meaningful, positive change.

### **Inclusivity:**

We are a sanctuary of respect, celebrating diversity, and representing voices of a broad range of 15-25-year-olds. We foster an inclusive culture, creating discrimination-free spaces and affirming the belief that our best work comes from diverse backgrounds, ideas, and expressions.

### **Integrity:**

Transparency, honesty, and ethical practice are at the heart of our organization. We are clear about our principles and maintain high standards for all who work with or for us, prioritizing the integrity of our process alongside our goals.

# Job Summary

## Purpose of Role

The Development Manager will lead Boundless Theatre's fundraising and development strategy, prioritising the management of relationships with Trusts and Foundations and our partnership with Arts Council England as an NPO. Additionally, this role will develop an individual giving strategy to cultivate long-term support from donors, investigate new ways to diversify funding sources, and pursue corporate sponsorship opportunities.

Through these efforts, the Development Manager will drive revenue generation to support Boundless Theatre's artistic, community, and educational programs, supporting our vision of empowering young people to build creative futures.

## Key Responsibilities

### 1. Trusts and Foundations, Corporate Sponsors, and Public Funders

- Manage an active portfolio of Trusts, Foundations, and sponsors, fostering long-term, sustainable relationships to secure funding annually across a range from £5,000 to £150,000.
- Manage our relationship with Arts Council England and our reporting requirements as a National Portfolio Organisation
- Develop and implement a strategic fundraising plan to secure core and project funding as well as occasional capital support.
- Conduct in-depth prospect research, gathering data on Boundless Theatre's impact and achievements to inform tailored bids and proposals.
- Cultivate new funding and corporate sponsorship partnerships, exploring opportunities for long-term engagement.
- Work closely with Boundless Theatre teams to identify funding priorities and create compelling cases for support.
- Ensure timely and professional fulfilment of sponsorship benefits, crediting, and reporting obligations.
- Maintain an updated funder contact database, tracking engagement histories, and relationships.

## **2. Individual Giving and Donor Cultivation**

- Develop and deliver strategies to engage individual supporters, focusing on growing unrestricted income streams.
- Identify and cultivate potential new and repeat supporters through proactive research and networking.
- Leverage special campaigns and events, such as The Big Give and unique fundraising initiatives around key productions, to engage donors.
- Work with Boundless Theatre's leadership to identify and engage high-net-worth individuals and major donors.

## **3. Strategic Development and Stakeholder Engagement**

- Collaborate with the Executive team to refine Boundless Theatre's fundraising strategy, ensuring alignment with the organisation's mission and vision.
- Develop and manage donor stewardship programs to retain and grow support, delivering an exceptional donor experience.
- Partner with the marketing team to ensure consistent messaging and public acknowledgment of supporters, enhancing donor visibility through appropriate recognition.

## **4. Events and Campaign Management**

- Plan and execute cultivation events, including press nights, supporter previews, and exclusive gatherings, to strengthen relationships with funders and donors.
- Serve as the main point of contact for supporters during events, coordinating with Boundless Theatre's creative and operational staff.
- Work with the Creative Director to deliver personalized engagement activities for major donors, updating them on Boundless Theatre's activities and inviting them to key events.

## **5. Administration and Compliance**

- Maintain Boundless Theatre's fundraising database, ensuring donor records are accurate and up-to-date.
- Coordinate with the Finance team to manage donations, including accurate Gift Aid processing, monthly reconciliations, and compliance with GDPR.
- Prepare quarterly and annual reports on development activities for the Executive Team and Board of Trustees.
- Ensure compliance with all relevant policies, including GDPR, Fundraising Regulator guidelines, and ethical fundraising standards.

### **Additional Responsibilities**

- Represent Boundless Theatre at sector events, building our profile in the community and with potential partners.
- Participate in team meetings, training, and theatre events, which may include occasional evening or weekend commitments.
- Advocate for Boundless Theatre's mission and vision, contributing to an inclusive and supportive environment.

### **Skills and Experience Required**

#### **Essential Skills and Experience**

- Proven experience in fundraising, with a focus on managing and securing funding from Trusts, Foundations, and individual donors.
- Demonstrated success in achieving financial targets and building lasting relationships with funders and sponsors.
- Strong written communication skills, with experience in writing persuasive funding proposals and impact reports.
- Excellent interpersonal and networking skills, with the ability to influence and build rapport with diverse stakeholders.
- Ability to manage multiple projects, prioritize tasks effectively, and meet deadlines.
- Proficient in fundraising software and databases (e.g., Office 365).
- Knowledge of Gift Aid processes and GDPR compliance.
- Self-motivated and adaptable, with a collaborative approach to working in a small, dynamic team.
- A genuine interest in the arts and in supporting young people through creative engagement.

#### **Desirable Skills**

- Experience in managing membership and mid-level donor schemes.
- Familiarity with CRM systems
- Knowledge of the arts and charity fundraising landscape, especially in youth-focused or community-centred organizations.

## Application Details and Inclusive Hiring Statement

To apply for this post, please upload a CV and covering letter outlining your thoughts on the main areas of focus of the role and your experience in delivering them, as well as completing our Equal Opportunities Monitoring Form.

[The application form can be found here.](#)

Boundless Theatre is an inclusive employer and operates a policy to aid the further diversification of our team. We encourage applicants from a broad range of backgrounds, with diverse skills and experiences to contribute to our organisation. All candidates who identify as disabled and/or as part of the global majority who meet the essential criteria will be invited to a first-round interview.

If you require any reasonable adjustments to apply, please contact us with the job reference in the subject line and tick the appropriate box on your application form.

[Applications should be submitted by 5pm on Tuesday 3<sup>rd</sup> December 2024. Interviews will be held online during the week commencing 9<sup>th</sup> December. If necessary, there may be a second-round interview in person later that week.](#)

For any questions on the role please reach out to us at [hello@boundlesstheatre.org.uk](mailto:hello@boundlesstheatre.org.uk).