Development Manager

ABOUT THE ROLE

The Development Manager is a key income-generation role responsible for growing philanthropic and contributed income for The Roses. Working closely with the CEO, Marketing Manager, Board members and external fundraising consultants, the postholder will lead the cultivation, stewardship and growth of individual giving, corporate support, patron schemes and donor development opportunities.

This is an exciting opportunity for an ambitious fundraiser to help shape and deliver a sustainable development strategy for a thriving arts charity with deep roots in its community and ambitious plans for the future.

Reporting to: Marketing Manager

Location: The Roses Theatre, Tewkesbury (hybrid and flexible working available)

Contract: Permanent (subject to funding)

Hours: 4–5 days per week (0.8–1.0 FTE)

Salary: £27,000-£30,000 FTE

KEY RESPONSIBILITIES

Individual Giving and Patron Development

- Lead the development, delivery and growth of The Roses' individual giving and patron programmes.
- Recruit, retain and steward donors at all levels, creating meaningful and engaging supporter journeys.
- Develop and manage relationships with existing patrons, donors and prospects.
- Identify and cultivate new individual supporters, increasing both donor numbers and lifetime value.
- Work with colleagues to create compelling cases for support linked to organisational priorities and projects.

Corporate Partnerships and Sponsorship

- Identify, research and develop new prospects for sponsorship, partnership and philanthropic support.
- Create tailored sponsorship and partnership proposals in partnership with the marketing department.
- Manage and steward corporate supporters to maximise retention and long-term value.
- Work with senior colleagues, trustees and networks to develop high-value fundraising opportunities.

Trusts and Foundations

- Oversee the organisation's trusts and foundations fundraising programme.
- Work closely with external fundraising consultants to identify opportunities, develop applications and manage pipelines.
- Coordinate project information, budgets, evaluation data and supporting materials required for applications and reports.
- Ensure timely delivery of funder reporting requirements and strong stewardship of grant-making relationships.

Development Strategy

- Contribute to the creation and implementation of the organisation's Development Strategy.
- Work with the CEO, Marketing Manager, trustees and other stakeholders to identify and pursue new fundraising opportunities.
- Monitor fundraising performance against agreed targets and KPIs.
- Provide regular reports and updates to senior management and trustees.
- Maintain accurate fundraising records and pipeline management systems.

Events and Donor Engagement

- Collaborate with colleagues on fundraising and cultivation events.
- Lead donor recruitment, stewardship and engagement activities linked to performances, launches, campaigns and special events.
- Develop opportunities for supporters to engage more deeply with the work of The Roses.
- Support the planning and delivery of campaigns designed to attract new donors and strengthen existing relationships.

Marketing and Communications Collaboration

- Work closely with the Marketing team to ensure fundraising communications are compelling, consistent and effective.
- Support fundraising campaigns through digital, print and in-person channels.
- Contribute to supporter communications, impact reporting and donor recognition activity.

General

- Act as an ambassador for The Roses, building positive relationships internally and externally.
- Ensure compliance with fundraising regulations, GDPR and relevant charity sector best practice.
- Maintain accurate supporter records and data.
- Undertake other duties reasonably required by the Marketing Manager, CEO or organisation.

PERSON SPECIFICATION

Essential Experience

- Experience of fundraising, business development, account management, sales, sponsorship or relationship management.
- Experience of building and maintaining professional relationships with external stakeholders.
- Experience of working towards income, sales or partnership targets.
- Experience of managing multiple projects and priorities simultaneously.
- Experience of using CRM systems (especially Spektrix) and maintaining accurate records.

Essential Knowledge and Skills

- Excellent interpersonal and relationship-building skills.
- Strong written communication skills, including the ability to produce persuasive proposals and reports.
- Confidence in networking and representing an organisation externally.
- Strong organisational and project management skills.
- Ability to identify opportunities and develop them into tangible income-generating outcomes.
- Ability to work both independently and collaboratively.
- Strong attention to detail and ability to manage deadlines.
- Good IT skills, including Microsoft Office and CRM/database systems.

Desirable Experience

- Experience of fundraising within the arts, culture, charity or not-for-profit sectors.
- Experience of donor stewardship or individual giving programmes.
- Experience of corporate sponsorship and partnership development.
- Experience of trust and foundation fundraising.
- Experience of organising fundraising or supporter events.
- Knowledge of charity fundraising regulation and best practice.

Personal Attributes

- Enthusiastic, proactive and self-motivated.
- Strong relationship builder who enjoys meeting people.
- Creative and entrepreneurial in identifying opportunities.
- Values-driven with a commitment to community engagement and inclusion.
- Professional, diplomatic and able to represent the organisation with credibility.
- Flexible and willing to work occasional evenings and weekends when required.

WHAT WE OFFER

- Flexible working arrangements.
- Job share applications welcomed.
- A supportive and collaborative working environment.
- Opportunities for professional development and training.
- The chance to play a leading role in securing the future growth and impact of a well-loved regional arts charity.

The Roses Theatre is committed to creating a diverse, inclusive, and equitable workplace. We are a Disability Confident Employer and guarantee an interview to any applicant who meets the minimum requirements for the role and has a disability. We actively encourage applications from individuals of all backgrounds, including but not limited to, people from the global majority, those from lower socio-economic backgrounds, the LGBTQ+ community, and other underrepresented groups.

HOW TO APPLY

Please email **jobs@rosestheatre.org** with:

- Your CV
- A covering letter explaining how your experience matches the person specification (maximum two sides of A4)
- An Inclusivity Statement outlining your commitment to equality, diversity and inclusion (maximum one side of A4)

You may also present your application in an alternative format e.g video submission.

In addition to this, we ask that you complete the following Equality and Diversity Monitoring form by scanning the QR code.

Please submit your application to: **jobs@rosestheatre.org**

Deadline: Midnight, Mon 3 Aug 2026

Start Date: To be discussed

Thank you for your interest in the role.