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## **Development Manager – Freelance Contract**

### **Context**

Tamasha and New Earth would like to recruit a Development Manager to work across both companies to support us to deliver our fundraising plans over the next 12 months and to contribute towards longer term strategic planning and research to enhance our fundraising work.

### **Tamasha**

Our mission is to create a home for a new generation of ethnically diverse artists, enabling them to create the most powerful stories to move, provoke and inspire audiences across the UK. We do this by throwing a spotlight on stories that are otherwise kept in the shadows. We nurture talent and provide a creative home for emerging and established artists. We challenge perceptions and spark conversations.

Three decades of experience gives us the depth, strength and confidence to pursue ambitious dreams, with landmark productions that include East Is East (1996), A Fine Balance (2006), Snookered (2012), My Name is... (2014), Made In India (2017), Does My Bomb Look Big In This? (2019) and I Wanna Be Yours (2019) winning acclaim from audiences and critics alike. See [www.tamasha.org.uk](http://www.tamasha.org.uk) for more information on our work.

### **New Earth Theatre**

New Earth Theatre is a British East and South East Asian (BESEA) theatre company and charity based in London, founded in 1995 and led by artistic director Kumiko Mendl. We address the underrepresentation of BESEA artists and work through our productions, training and participatory programmes. We produce new work that asks key questions of identity, of the world we live in and our place in that world, as well as provide key development opportunities for BESEA talent

through the New Earth Academy courses and Professional Writers Programme. New Earth Theatre is a National Portfolio Organisation of Arts Council England, a registered charity and a company limited by guarantee. For more information about the company's work please visit our website [www.newearththeatre.org.uk](http://www.newearththeatre.org.uk)

### **What we are looking for**

We are looking for an experienced development professional who understands the challenges that small creative organisations (annual turnover ~ £350,000-£500,000) face in raising funds. The appointed person will work evenly across the two organisations, focusing primarily on supporting both to grow their income from Trusts & Foundations during 2021-22, alongside supporting us to undertake some strategic planning and development. The key tasks during 2021-22 are:

- To research and identify specific T&Fs that could be approached and cultivated in support of targeted areas of work.
- To prepare well-written, persuasive proposals, bids and supporting materials which are attractive and imaginatively designed. To prepare briefings, presentations and pitches and, where appropriate, be involved in making 'asks'.
- To focus in particular on larger T&F applications, ie £30k and over and lead the process from drafting application through to successful award.
- To manage and safeguard relationships with T&F funders.
- To actively promote, develop and encourage a development and fundraising culture within both companies.
- To monitor all fundraising activity, and ensure data systems are kept up to date, and to provide updates to staff and the Board as required.
- To attend appropriate cultivation events and in those environments, pro-actively strengthen the organisations' profile and reputation among external stakeholders.
- To have an understanding of relevant funding developments, new opportunities and policy changes that might impact the fundraising strategies of the two companies.
- To ensure funder evaluations and reports are carried out to the highest possible standard and fed back to donors in accordance with their wishes/terms of grant.

Alongside the core fundraising work the appointed candidate will also work with both companies on two specific strategic needs, which we anticipate will have wider appeal and connection across the sector:

1. To examine ways of increasing diversity in the fundraising and income development workforce and
2. To consider ways in which we can increase connections to ethnically diverse communities to grow the potential of individual giving from these communities.

In terms of specific responsibilities for each company, the appointed candidate will deliver the following:

#### Tamasha:

- Work with Tamasha to review / update our current fundraising strategy, ensuring that it is realistic, deliverable and ambitious.
- Contribute to the development of our new strategy for the 2022-23 year and beyond.
- Research and lead on applications in support of a number of key areas, as follows:
  - ⇒ TDA programme, in particular helping us to deliver multi-year funding to grow and enhance our offer with an emphasis on increasing representation from regional participants
  - ⇒ Digital programme – building on our successful 3 year grant from JEF, to ensure continuity beyond that cycle
  - ⇒ New live productions – to fundraise to support outreach and engagement programmes aligned with our live productions – the next one of which is likely to be STARS by Mojisola Adebayo in Autumn 2022.

#### New Earth:

- Build on the momentum generated with our new name following our rebrand in Autumn 2020, tailoring a fundraising strategy for 2022-23 and beyond that supports bringing BESEA stories to the stage across the UK.
- Research and lead on applications in support of a number of key areas for 2021 onwards, as follows:
  - ⇒ Our upcoming live productions - including multi-year project Tsunagu Connect in Spring 2022 and new play The Apology by British-Korean writer Kyo Choi .
  - ⇒ New collaborations - to fundraise to support an international audio performance collaboration with DaDa Fest.
  - ⇒ Talent Development - to fundraise and grow our Professional Writers Programme currently funded by the Esmée Fairbairn Foundation; New Earth Academies (Performing, Writing, Technical Theatre, Producing) and Constellations Bursary.

### **Skills and experience**

#### **Essential**

- Significant fundraising experience in a creative sector and/or charities environment, particularly in managing applications above £30,000.

- Experience of initiating and developing excellent working relationships with funders and donors. Experience of researching, developing and delivering successful funding propositions.
- Experience of interpreting complex project proposals, data and budgets.
- Excellent experience of writing and preparing a broad range of communications materials.
- Ability to be able to produce consistently outstanding, high quality, imaginative and compelling written materials; proposals, letters and pitches.
- Strong communication skills – confidence in dealing with people at all levels, demonstrating professionalism and diplomacy.
- Strong organisational skills and the ability to prioritise activities and focus on details.
- Results oriented with a positive outlook, well-organised and ability to manage multiple priorities.
- Creative with a willingness to try new approaches and take appropriate risks.
- Diplomatic, with discretion, sound judgment and integrity.
- Great networking skills.
- Willingness to travel and attend cultivation events as needed.

### **Desirable**

- Good understanding of theatre production and touring in the UK.
- Knowledge and awareness of the needs of ethnically diverse creative organisations and communities.

### **Timescale and fee**

We anticipate that we will appoint the Development Manager on a freelance full-time contract, for a period of 1 year in the first instance, with an option to extend beyond that point subject to mutual agreement. The working week will be split evenly between the two companies – with the appointed candidate working 2 days per week for each company, and then 1 day a week on the strategic interventions outlined.

We are anticipating that the Development Manager will be working from home for the majority of the contract, with some meetings and working dates in the companies' offices (based in Liverpool Street and Deptford). The working pattern will be agreed on appointment and we will aim to be flexible in line with the appointed candidate's particular needs and/or any further public health restrictions. Full remote working is also an option.

This is a new role and we anticipate the appointed candidate will start working with us from July / August 2021 onwards.

The fee is £28,000 - £32,000 for the full year contract, depending on experience.

### **How to apply**

Please send your CV and covering letter to us, outlining how you meet the essential skills and experience required for this post, along with the details of 2 recent referees. You should also return the enclosed application form and also complete the [online equal opportunities](#) form.

The deadline for application is **Friday 25<sup>th</sup> June at midday**. Interviews will take place on 1<sup>st</sup> or 2<sup>nd</sup> July 2021, and are likely to take place via Zoom.

Applications should be submitted by email to Aitor Gonzalez at Tamasha on [admin@tamasha.org.uk](mailto:admin@tamasha.org.uk). Please mark your email 'Development Manager application'.

If you have any queries or would like an informal chat about the role please contact either Valerie Synmoie on [valerie@tamasha.org.uk](mailto:valerie@tamasha.org.uk) or Lian Wilkinson on [lian@newearththeatre.org.uk](mailto:lian@newearththeatre.org.uk).

Given the focus of our work and our commitment to supporting ethnically diverse creative practice, we positively encourage applications from ethnically diverse candidates that meet the skills and experience outlined.