



# Information Pack for Candidates

# Philanthropy Manager

# Welcome

MESSAGE FROM ALEX BEARD, CHIEF EXECUTIVE

Thank you for taking the time to apply for a role with the Royal Ballet and Opera.

Extraordinary, world-class performances of opera and ballet are at the absolute heart of our vision here.

So, whether the audience is in one of our beautiful theatres in Covent Garden, watching around the globe in cinemas and online streaming, or taking part in learning and participation programmes up and down the country, we want as many people as possible to enjoy and appreciate these astonishing artforms.

None of this would be possible without the exceptional team of people who work here. People are centre stage of everything we do at RBO, and we built our culture on our core values: treating everyone with Respect, being Open in our mindset and approach, and striving for the Highest Standards in everything we do.

Everyone is welcome at RBO, whatever your background or experience, and we look forward to your application.

Best of luck!

Alex



# About Us

Home to The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, the Royal Ballet and Opera (RBO) brings together world-class performers and trailblazing creative teams to share unforgettable performances with audiences near and far.

We house the busiest theatres in the world, delivering more than 400 performances and around 1,350 learning events each year. We employ 1100 permanent staff and generate a turnover of £135m, attracting 1.5m attendances in Covent Garden and in cinemas.

We're at the forefront of innovation in ways in which audiences can experience opera and ballet. Our work is accessed and experienced across the UK and globally through streams, tours, cinema relays, radio broadcasts and TV output.

We work across three sites, all enabling us to produce exceptional performances – our theatres and offices at Covent Garden, our production workshop at Thurrock and our storage facility at Aberdare.

We are a charity reliant on fundraised voluntary income from individuals, Trusts and Foundations and Corporate partnerships, together with our grant from Arts Council England, in order to fund our work on our stages and in our community. Our staff is responsible for working together across all aspects of the business, to support the charity in its mission and aims, ensuring its future success.



# Royal Ballet and Opera - Philanthropy

The Royal Opera House Covent Garden Foundation is a registered Charity, which means we are a not-for-profit organisation and are recognised by the Charity Commission as having a 'public benefit' purpose. The income we receive from ticket sales and commercial activity is not sufficient for us to be able to balance our budgets. And so, we are grateful to receive a grant from Arts Council England, which helps part of the way, and then must fundraise to make up the remainder.

The Development and Advocacy Department (D&A) plays a vital role in this, by raising over £35m a year, and in ensuring we deliver on our charitable mission, retain the best artists and crafts people, maintain our beautiful grade I listed building and continue to produce world class performances.

We could not maintain our reputation, the range of our work or our digital presence without the support of our business partners, sponsors, philanthropists, funders and members.

The Philanthropy Team play a critical role in cultivating and maintaining these vital relationships, which are central to funding the work we deliver.



# Job Description

JOB TITLE: PHILANTHROPY MANAGER

REPORTS TO: SENIOR PHILANTHROPY MANAGER

CONTRACT TYPE: PERMANENT

HOURS OF WORK: FULL TIME; 40 HOURS PER WEEK

Please note as a busy working Theatre, there is a requirement to work evenings and occasionally at weekends as required, under the Departments' time-off in lieu policy

SALARY: £32,000 - £40,000 per annum, based on skills and experience

MAIN PURPOSE OF JOB: To manage a portfolio of key philanthropic relationships and increase the value of the relationships with existing supporters alongside growing the portfolio of relationships by identifying and making approaches to new prospects

# Job Description

- Maximise the Royal Opera House Covent Garden Foundation's income from philanthropists through new initiatives and promotion of a range of activities within the Department including regular events
- Manage the development of relationships with philanthropists to ensure renewal of their philanthropy, through stewarding and servicing relationships with Artistic staff and senior RBO staff
- Create, grow and develop giving Circles and other philanthropic initiatives depending on experience, such as production syndicates, by identifying new prospects giving £8,500 or more and maximising increased support from existing philanthropists
- Identify new high value philanthropists and devise a detailed approach plan, which may include other members of the Development and Advocacy team, Fundraising Committee and Board Members
- Prepare proposals for funding for new relationships in line with the successful development and implementation of the approach plan
- Manage and develop current and new fundraising initiatives; recent initiatives have included launch of the Young Philanthropists programme
- Maximise support from existing philanthropists by growing incomes from these individuals
- Encourage philanthropists to become ambassadors for the Royal Ballet and Opera and introduce us to their contacts who could become potential new donors

# Key Deliverables

- A major contribution to securing and servicing of budgeted Philanthropy target
- Successful management of a portfolio of philanthropists giving upwards of £8,500 to the Royal Ballet and Opera
- Successful identification of new potential philanthropists with a plan for developing the relationship to generate high value gifts
- Growth of the portfolio, with five new relationships each year as a key objective
- Well established collaborative and consultative ways of working with team members for all projects
- Establish good relationships across the RBO as a respected member of the Development team



# Person Specification

## Essential knowledge, skills and experience

- An established track record in philanthropy or fundraising for major organisations
- Demonstrated success in managing a portfolio of high value relationships
- Ability to think strategically to devise relevant engagement and cultivation plans and identify opportunities for approaches to prospects
- Experience of personally securing significant gifts
- A balance of experience and innovation to be able to develop new ideas and launch new initiatives successfully
- Ability to work autonomously and as a team player
- An understanding of the art forms of opera, ballet, music and dance, or the ability to be able to gain knowledge in a short space of time
- The ability to deliver consistently to objectives
- Ability to devise specific plans for targeted approaches
- Experience of solving complex problems, drawing on given resources and collaborative working
- Credibility as an ambassador in the area of philanthropy, able to work effectively at senior levels and liaise with high-net-worth individuals
- Very strong people and relationship building skills and networking and the ability to nurture contacts
- Outstanding verbal communication and presentation skills
- Discretion and respect for confidentiality



# Work For Us – Everyone Is Welcome

We want many more people to enjoy and engage with exceptional ballet and opera.

We believe diversity is about making sure we can attract and develop talented people who bring more because of their different backgrounds, experiences, cultures and outlooks.

Recruiting and working with these talented people is just part of the work. We are committed to creating an environment where everyone believes they belong and can do their best work.

We operate a fair and open recruitment and selection process. Every role is open to all sections of society, and we welcome your application, regardless of your sex, race, religion or belief, ethnic origin, different physical ability, age, gender identity or sexual orientation.

We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within the Royal Ballet and Opera. As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.



# Work With Us – What to Expect

Starting a new job can be daunting. At the Royal Ballet and Opera, we want to make that transition as smooth and easy for you as possible. We'll provide you with all the information you need before you start and will be on hand to answer any questions you may have about the role.

We are a big organisation, with more than 1100 staff and sites at Covent Garden, Thurrock and Aberdare. There will be plenty of people to meet and you'll have a structured induction, including tours of both our Covent Garden and Thurrock sites. This is a great way to orient yourself and understand how all the work comes together.



# Staff Benefits

- 33 days annual leave (including bank holidays)
- Membership of the RBO Aviva Pension scheme
- Staff offers on performance tickets and access to general rehearsals
- Subsidised canteen and coffee bar
- Interest free season ticket loan once you have passed your probation and onsite spaces for secure cycle storage, subject to availability
- Family Friendly policies
- Access to our Employee Assistance Programme providing 24-hour advice and counselling services
- Access to the Benevolent Fund, providing confidential support and assistance
- Special arrangements for Healthcare including a health cash plan for employees and healthcare support for performers
- Discounts on alternative and physical therapies provided in-house
- Discounted staff ballet, Pilates and yoga classes
- Discounts at the RBO Shop
- Concessions at a wide range of local Covent Garden shops, restaurants and gyms



# Recruitment Process

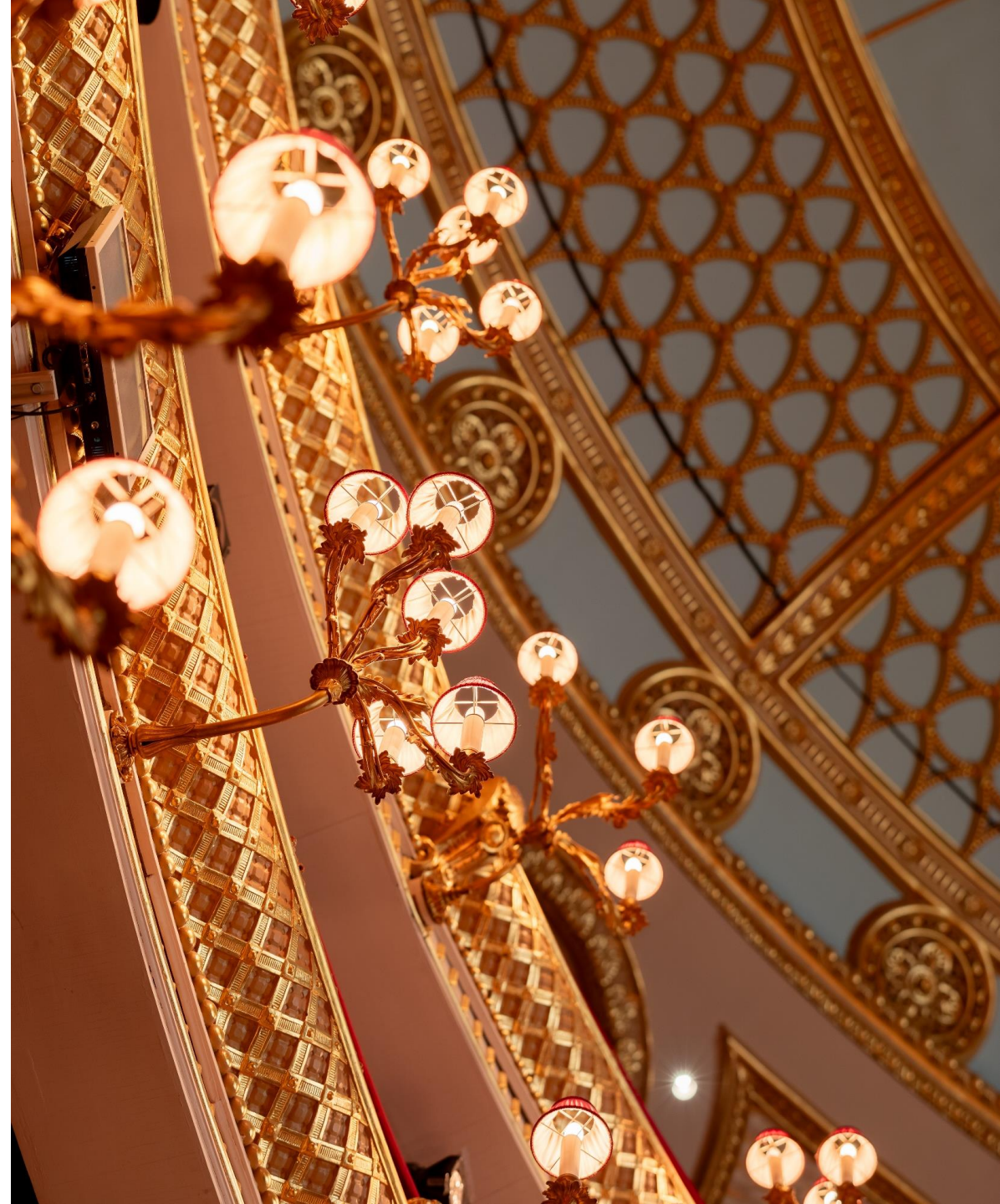
- Read through this job pack before you make your application.
- We're committed to anonymous shortlisting and all applications are reviewed on their own merit. For this reason, we don't accept CVs directly and applications must be made via our website. Follow the link at the bottom of the job description webpage to make your application. [Find out more.](#)
- If you have any questions or require any reasonable adjustments to the application process, please [contact the RBO Recruitment Team.](#)
- After you have submitted your application, we will contact you if you have been shortlisted for the interview stage. *We also contact all unsuccessful applicants by email with an outcome.*



# Recruitment Timeline

Role closes to applications: Friday  
**10<sup>th</sup> January 2025**

Interviews will be conducted via a 2-stage process – 1<sup>st</sup> round online via MS Teams and 2<sup>nd</sup> round in person at the Royal Opera House Covent Garden.





**We await your  
application**

**For people. Not profit**  
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