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Sadler's Wells
Individual Giving Coordinator



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

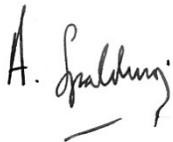
Our **mission** is to make and share dance that inspires us all, and our **vision** is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.

With best wishes,



Alistair Spalding, Artistic Director and CEO



About us

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

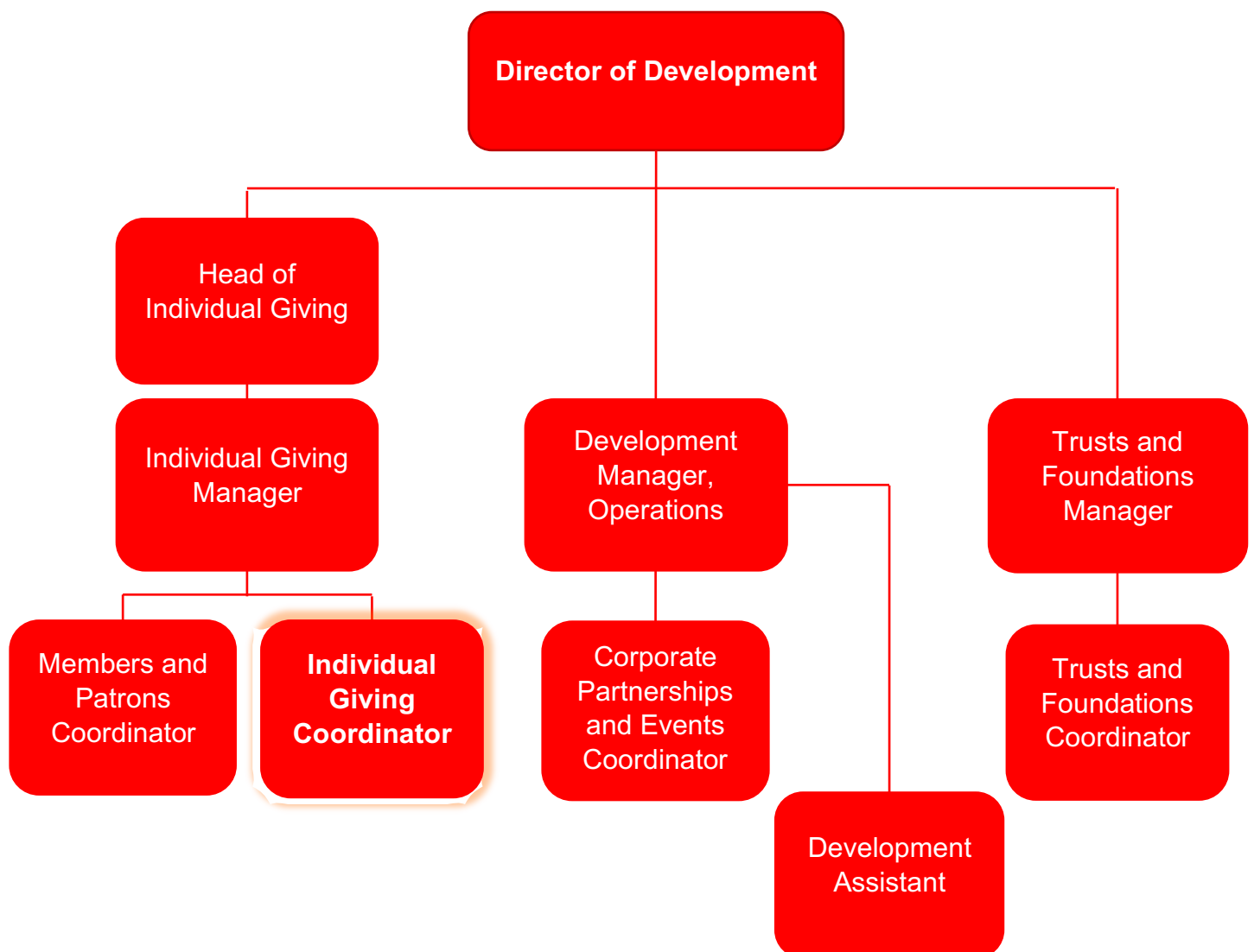
The Department

The Department currently raises £2.5 million a year in private support from patrons and major donors, corporate sponsors and trusts and foundations. We are building on this success and have ambitious targets in the years ahead and we are £8m towards our £12m by 2023 Campaign target.

The Role

Reporting to the Individual Giving Manager, the Individual Giving Coordinator will play an important role in generating income from new and existing individual supporters.

The Development department:



What are my responsibilities?

Major Gifts

- Provide day-to-day stewardship of Major Donors, including renewal and thank you letters, drafting project reports, issuing of invitations, processing of renewals and acting as a booking line for all Major Donors
- Monitor relationships with Major Donors, by keeping accurate records of donor contact with Sadler's Wells and making recommendations for additional stewardship activities based on their interests
- Support on all Major Donor events with creating event plans, constructing and sending invitations, tracking RSVPs and promoting the events to donors and prospects as appropriate. In addition, support on all events which include invitations to Major Donors

Research

- Undertake research for the Development Team, Executives and Trustees. This will include creating biographies and researching new prospects to drive fresh support to Sadler's Wells, whether from individuals, corporates or trusts and foundations
- Research coordination: Coordinate prospect meetings with senior staff and Trustees, record agreed actions and ensure they take place in a timely fashion, draft project proposals and provide briefing notes when necessary
- Ensure all research is recorded and individual records are updated in the CRM system, Tessitura, and ensure prospects and current donors have accurate plans in place

- Coordinate all Development Council meetings, minute the meetings and circulate actions and agendas

General

- Maintain accurate individual records and systems on Tessitura, ensuring that income, pledges and asks are recorded and reporting on income against target as required
- Support the Individual Giving team by being a point of contact, take ticket bookings and answer phone and email enquiries when necessary
- Strive for current best practice in fundraising especially concerning the use of personal data, financial transactions, gift aid and VAT
- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have in Sadler's Wells
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Skills and Experience

Essential

- Previous experience of fundraising, preferably in an arts environment
- Interpersonal and relationship building skills with experience and demonstrable skill in a customer facing role
- Good and accurate written and oral communication skills (or British Sign Language if primary language)
- Experience of planning and executing events
- Good IT skills; word processing, spreadsheets and presentation packages
- Ability to work under pressure to tight deadlines
- Organisational and project management skills
- Available to work in the evening on a regular basis
- Dedication to good customer care and attention to detail
- Interest in the performing arts and fundraising profession
- A team player with an ambitious and enthusiastic attitude
- Must currently hold the right to work in the United Kingdom

Additional, but not essential

- Previous experience of working with individual donors
- Background in performing arts
- Experience of working with an online email marketing service provider (such as Wordfly)
- Experience of using Tessitura or a similar CRM data management system
- Knowledge of the dance sector

**Please note this post involves working some unsocial hours, including evenings and weekends.
Time in lieu will be granted for extra hours worked.**

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £24,569.76 per annum based on a 35 hour working week, plus an additional paid meal break each day
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

We welcome all applications by 11:59pm GMT on Wednesday 5 October 2022. Interviews will take place virtually on Wednesday 19 October 2022.

