



ROYAL EXCHANGE THEATRE

JOB DESCRIPTION

ROLE: Fundraising Officer

SALARY: £31,720 per annum

CONTRACT: Permanent, full time 40 hours per week

RESPONSIBLE TO: Fundraising Manager

CONTEXT

2026 marks the Royal Exchange Theatre's 50th Anniversary. This is a landmark moment in the Theatre's history and an exciting opportunity for a Fundraising Officer to play a key role during a significant period of growth and celebration, stewarding both longstanding and new donors into the future.

JOB SUMMARY

We are looking for a Fundraiser who is curious, confident, and proactive, with a natural ability to build relationships and engage a wide range of people. You'll enjoy meeting and speaking with donors and supporters, and thrive in a sociable and fast-paced environment. You'll bring strong attention to detail, positive energy, and a professional approach to delivering excellent supporter experiences and fundraising activity.

The Fundraising Officer supports all areas of the Theatre's fundraising. Managed by the Fundraising Manager they have specific responsibility for:

- Managing Fundraising's events programme ensuring smooth and high-quality delivery of events for prospects and supporters
- Individual giving (up to £1,800) across the Membership Scheme, Legacies, and one-off campaigns e.g., Festive Appeal
- Benefit delivery, acquisition and renewals for Corporate Members and Sponsors

The post is based at the Royal Exchange Theatre and is expected to be predominately in person and office based.

This post will be required to work evening and weekends, including some occasional off site working.

DUTIES AND RESPONSIBILITIES

Fundraising & Stewardship

- Lead the campaigns and associated activity for memberships (Corporate & Individual), legacy giving, and one-off donations (including Festive Appeal campaigns)
- Carry out prospect and project research to identify opportunities for cultivation and acquisition of supporters
- Events producer for Fundraising, developing a calendar of curated cultivation opportunities throughout the year

- Achieve excellent levels of recruitment/new business to achieve agreed income targets by exploring and testing new ways of donor recruitment
- Manage all Membership (Corporate & Individual) benefit delivery and stewardship
- Coordinate regular schedule of communications and mailings, working closely with the Fundraising Assistant and Marketing as required
- Deputise for the Fundraising Manager and represent the Royal Exchange Theatre independently when required

Data, People & Systems

- Oversee recordkeeping and data cleanliness for the department. Ensure all data complies with procedures for data integrity and General Data Protection Regulation (GDPR)
- Represent the Fundraising team at organisation-wide project meetings where appropriate, sharing actions, instructions, etc. in a timely and effective manner
- Coordinate Fundraising training for Front of House
- Collaborate with the Engagement and Marketing teams to create fundraising messaging for our campaigns, social channels, etc.

PERSON SPECIFICATION

ESSENTIAL

- Proven track record of securing gifts (of any size)
- Strong experience delivering a membership scheme e.g., scheduling renewals, ensuring all benefits are delivered to a high standard and in timely manner, identifying opportunities for uplifting memberships
- Event delivery experience from planning and scheduling through to delivery and follow up post-event
- Understanding of and experience delivering excellent levels of stewardship
- Campaign management - setting or contributing to budgets, copy writing, selecting appropriate comms channels, reporting, etc
- Experience of working with Spektrix or similar CRM

DESIRABLE

- Experience of financial processes
- Experience of marketing and design tools (DotDigital, Canva, etc.)
- Understanding of the relevance of Data Protection to the work of the Department

WHAT WE WILL PROVIDE

- A supportive, inclusive, and collaborative working environment. We will consider everyone's needs and improve where we can.

- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- Personal and professional development opportunities
- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing
- A stimulating and creative workplace where everyone's opinions and ideas can be shared
- Competitive salaries and opportunities to contribute to pensions
- Access to mental health and wellbeing services