

## Job Description

<b>Job Title:</b>	Grants Manager
<b>Department:</b>	Development
<b>Reports to:</b>	Head of Philanthropy
<b>Liaises with:</b>	All Departments and external contacts at all levels

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### BACKGROUND AND CONTEXT

"English National Ballet's move to east London has transformed the future of ballet, both in the capital and nationwide. It means they can put on more inspiring performances, can develop the stars of tomorrow and reach more people through their education programmes than ever before."

- *Sadiq Khan, Mayor of London*

English National Ballet holds an important place in British ballet history. The Company was established in 1950 as 'Festival Ballet' (later London Festival Ballet) and started regular national touring following the Festival of Britain in the summer of 1951. In 1968 Beryl Grey became Artistic Director and, with legendary dancer Rudolf Nureyev choreographing successful new works, our ambitions continued to grow.

We were the first British ballet company to establish an 'Education Unit' in 1980 and our creative learning and engagement programmes are very much at the heart of our mission today, working with people who are marginalised in some way or who lack opportunities to access dance. A sector leader in creative learning and outreach delivered across the UK, we connect people from wide demographics, delivering positive physical, mental and societal benefits through dance. Programme strands cover Health and Wellbeing, Children and Young People, Placemaking and Industry Skills.

Our 10-year flagship project Dance for Parkinson's which was the first of its kind in the UK, recognised in the Mayor of London's Health Inequalities Strategy as a case study for A Fairer, Healthier London, has five national hubs, and is the focus of a King's College/UCL academic study, supported by the Wellcome Trust, researching the scalability of arts projects for social-prescribing.

Under the artistic directorship of Tamara Rojo since 2012, ENB is a leader in celebrating the classics whilst evolving the artform: "Rojo wants to bring ballet out of its too often elite precincts, in part by reimagining the classical repertoire" (The New Yorker). Tamara's defining vision has further enhanced our public and critical profile as a world-class, innovative company that champions ballet's role as a vital art form in a diverse, modern society.

In July 2019, we moved into a purpose-built state-of-the-art home on London City Island, combining a unique production studio, modern training facilities, teaching and rehearsal studios, and spaces for the public to view our work and to socialise in a welcoming environment. The new building is transformational for ENB and our role in supporting the sector, enabling us to be accessible for classes and deliver community programmes with our new neighbours in Tower Hamlets and Newham. The increased dance and music studio capacity also offers co-creation space for artistic development and cross-artform collaboration and R&D.

We have impressive online engagement, social media reach and growth, with 206m impressions and 10m video views in 19/20.

Whilst we lost nearly two thirds of our income in 2020 due to lockdown and the impact of the pandemic, we were fortunate to secure Emergency Funding and a Culture Recovery Fund grant from ACE and the Government. We were disappointed to close the doors to our new building so soon after opening them, but we mustered quickly, implementing an emergency plan that focused on remaining active throughout lockdown. We pivoted to digital delivery from the outset - Tamara was sharing open access classes from her kitchen within 24 hours – and we repurposed our theatre-scale production studio for digital capture.

We are even more grateful now than before for the resources and opportunities that our new building will afford us post-social distancing restrictions. The necessary pivot to digital has been a steep but impactful learning curve, throwing light on new learnings about engagement preferences and programme reach. This has been a positive legacy of the pandemic, enabling us to expand our reach and deepen impact significantly. The building and our learnings from this year will help us maximise these opportunities.

In 2020, ENB celebrated its 70th Anniversary. The pioneering spirit of our founders is more radical and impactful today than it has ever been; we bring world-class ballet to as many people as possible, wherever they are and whatever their means.

We have a loyal and committed supporter base, and our capital fundraising campaign enabled us to establish and nurture many new relationships. But we have the appetite and opportunity to achieve much more, and to keep trailblazing and ensure our financial recovery, we must continue to grow fundraising income.

The Grants Manager is a key member of the Development team. Reporting to the Head of Philanthropy and working closely with people from every area of our work, they will grow income from charitable trusts and foundations, define new propositions and strategies, and support the Executive team in producing reports and applications for our statutory funding partners.

We have supportive Trustees, a dedicated Development Committee and committed staff, dancers and creatives who are enthusiastic about working with Development to engage our supporters and share their knowledge and experience. Alongside this, our mission, values and extensive programmes lend themselves to compelling and appealing fundraising narratives such as access to the arts, health and wellbeing, community engagement and societal cohesion.

## **PURPOSE OF THE ROLE**

Supporting ENB's vision and the Development Department's strategy to grow its philanthropic support, managing and nurturing the company's relationships with charitable Trusts and Foundations, and supporting the Development Director and Executive Director in stewarding and soliciting support from statutory funding partners.

You will be integral to developing creative approaches to help achieve/exceed income targets across the Development team and continue to enhance and grow our portfolio of prospective grant-makers, whilst providing consistently excellent stewardship to ENB's existing funders.

## **KEY RESPONSIBILITIES**

### **Strategy and Fundraising**

- Develop a strategy that delivers a rolling programme of persuasive and well-written applications to grant-makers in line with ENB's fundraising strategy, identifying prospective funding opportunities whose strategic objectives match ENB's programme and mission.
- Grow and manage a personal portfolio of at least 50 current and prospective grant-makers with a focus on establishing a portfolio of multi-year grants.
- Support the Executive in the relationship management and stewardship of statutory funders such as ACE, contributing to reporting and application processes as required, and to the strategic planning of ongoing engagement to strengthen these relationships with ENB.
- Work with departments across the organisation to synthesise information from a variety of sources in order to develop compelling funding bids with appropriately detailed and accurate budgets.
- Support and contribute to the Development team's cultivation and stewardship programme to ensure that it delivers to the grant-maker portfolio.
- Develop systems to ensure that funding partners receive timely and appropriate information about the progress and outcomes of a project.

### **Research and Prospecting**

- Research and prioritise new funding opportunities from charitable trusts and foundations, refreshing the prospect pipeline regularly.
- Contribute information and guidance at prospect meetings and for event guest lists. Produce comprehensive briefing notes for Executive and Trustee meetings with representatives of potential funders.
- Keep up to date with changes in data protection policy and how it applies to research, helping to implement new strategies across the team in line with changing practices.

### **Networking and Stakeholder Management**

- Work with ENB's Board, Development Board and organisational advocates to identify prospective supporters through their professional and personal networks, engage them with grant fundraising, and work with them to make coordinated and targeted approaches.
- Work in a collaborative and integrated way with colleagues across ENB to identify fundraising opportunities and develop new propositions for philanthropic support, creating compelling proposals that articulate the case for support and devising cultivation plans for specific areas of the Company's work such as new work and dancer health and wellbeing.
- Adhere to the highest standards of fundraising best practice, attend trust networking events and build relationships with other fundraisers, ensuring that ENB is well networked in its fundraising activity.
- Keep abreast of sectoral trends.

### **Finance and Compliance**

- Manage and monitor monthly the annual income budget, providing quarterly reforecasts to the Head of Philanthropy and for the Development Director.
- Ensure own compliance with GDPR, ENB's Data Management and Privacy Policies, Gift Aid, Payment Card Industry (PCI) and other relevant legislative and Company policies.
- Maintain excellent and accurate records on the Company-wide database (Tessitura) to track relationships, record prospects, approaches and proposals and keep accurate records of communications.

- Work with programme and project leads to monitor project outcomes and programme budgets required for applications and reporting.

#### **General**

- Represent ENB alongside other colleagues to prospective supporters, and also at various forums, embodying the highest professional standards.
- Build credibility and good working relationships with colleagues across ENB and the wider sector.
- Maintain a professional awareness of sectorial developments, keeping abreast of best fundraising practice, with an eye to spotting new trends and future opportunities.
- Represent the Development team at key meetings and events as required.
- Participate in the provision of the safe working environment, adhering to the Company's Health and Safety policies at all times.
- Undertake any other related duties as requested by the Head of Philanthropy or the Development Director.

#### **PERSON SPECIFICATION**

##### **Experience and Knowledge**

- Experience developing successful funding applications with accurate budgets, for 5 and 6 figure bids.
- Experience of working to income targets and developing long-term strategies for support from grant-makers.
- Experience of working closely with Trustee Boards senior staff, building trust to encourage access to their networks.
- Knowledge of grant-making trusts and foundations, livery companies and public funding bodies, their funding criteria and how they operate.
- Knowledge of relationship and/or ticketing databases, ideally Tessitura, to map and track fundraising relationships.

##### **Skills and Attitude**

- Clear, confident communication and active listening skills and the ability to write compelling and persuasive funding applications to specific criteria.
- Excellent relationship building and interpersonal skills.
- Efficient time management ability to manage multiple approaches concurrently to strict deadlines, with a focussed and unflappable attitude.
- Proficient use of the general suite of Microsoft Office Programmes (Outlook, Word, Excel), and Adobe Acrobat.
- Professional and ethical approach in all aspects of your work as an ambassador for the Company.
- Positive enthusiasm for ENB and the performing arts.

***This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.***