

Job Summary

Grants Partnerships Manager

Responsible to:	Director of Development
Salary:	£38,500
Contract:	Permanent
Hours:	This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 35 per week. Normal office hours are 10am – 6pm Monday to Friday. We expect three core days in the office. Evening and weekend work sometimes required.
Holiday:	25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
Probation Period:	Three months
Notice Period:	One month during probation, three months thereafter
Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and development opportunities

Development Department

The purpose of the YV Development Department is to build sustainable relationships with a range of stakeholders in order to achieve the fundraising targets set by the Young Vic Board. We manage and develop relationships with public and private funders, sponsors and individuals who want to connect with the YV ethos and the great work we make. Current total targets are £1.5m per year.

About the Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centers across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

Our Anti-Racism Commitment

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

The Language We Use and Why

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

Our Values at the Young Vic

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

We believe theatre is at its best when everyone participates. We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

We are driven by relentless curiosity and debate. We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

We believe in pioneering and leading into the unknown. We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

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About the Young Vic

We are led by the creativity of our people and the limitless possibility of imagination.

We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

We are committed to openness rooted in trust. We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

Job Description

The **Grants Partnerships Manager** will shape and develop an ambitious new strategy for securing five and six figure gifts for the Young Vic from revenue grant givers, in close collaboration with the Development Director and the wider Development Team.

Their key responsibility is to achieve the Young Vic's revenue grant giving targets.

They will take a proactive response to managing pre-existing relationships with our funders, as well as growing our funding portfolio for the future.

Vision & Strategy

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- Support the Development Director by feeding into the broader YV Fundraising Strategy, achieving total fundraising targets of c. £1.5 million
- Develop an ambitious new revenue grant giving strategy for the organisation with the Development Director
- Responsible for delivering YV fundraising targets around revenue grant giving

Management Responsibilities

- Support the Development Director with the Development Board, attending meetings when deemed necessary
- Support the Development Director by providing accurate projections, reporting and data with recommendations for the main YV Board.

Finance

- Work closely with the Development Director and Finance team on managing the budget and targets around revenue grant giving, including managing and communicating about grant payment releases and invoicing
- Create accurate project budgets for funding bids, including collaborating with the Finance team on coding, where needed
- Support the Development Director and Finance Team with the year-end and annual audited accounts process.

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Revenue grant giving at the YV

- Lead on the management and development of the YV's portfolio of trusts, foundations, and statutory/other major grant givers
- Generate and cultivate a clear pipeline of new funding leads via research, and in collaboration with the Development team, Development board and main board
- Collaborate cross-departmentally to identify and develop fundable projects and opportunities
- Create and write major funding bids with a compelling and tailored case for support
- Manage the contracting and thanking process for funders
- Steward current and potential funders, including facilitating visits and event invitations
- Work closely with the YV Marketing Team around proper acknowledgements/crediting for current funders.
- Manage the reporting process to funders (written, verbal, meetings); in collaboration with colleagues across all departments
- Support the development and delivery of regular donor cultivation and supporter events, including Press Nights.

Insights and data analysis

- Regular use of Tessitura/Spektrix and shared folders for accurate record keeping and to regularly record income from revenue grant giving for the Finance Team.

Best Practice

- Embody the YV ethos & values, including adherence to our policies such as Ethical Giving, Health & Safety, Safeguarding, and Equality, Diversity & Inclusion
- Follow the Code of Fundraising Practice and guidance from the Fundraising Regulator
- Respect confidentiality and follow best practice around data, including adherence to the Data Protection Act 2018 (GDPR)
- Keep up to date with best practice in the field, through research and peer networks.

Person Specification

Essential

- Enthusiasm for and connection to the work, ethos & values of the YV
- Experience meeting revenue grant fundraising targets within a similar organisation
- Experience writing successful bids for major funders at five or six figure levels
- Outstanding copywriting and editorial skills
- Understanding of budget creation and excellent numerical skills
- Meticulous attention to detail
- Ability to think ambitiously, strategically and creatively
- Ability to build relationships both internally and externally
- Excellent communication skills
- Excellent team working skills and a collaborative mindset
- Experience of working with Tessitura, Spektrix, or another CRM system
- Excellent record keeping and organisational skills
- Ability to work on own initiative and prioritise workload
- Strong IT skills, including Microsoft Word and Excel
- Flexibility to work occasional evenings and weekends

Desired

- An understanding of good practice in evaluation and reporting