

Role: Administrator/Development Officer

Salary: £25,000 pro rata

Part Time: 4 days per week

Closing Date: Monday 28th January at 10:00am

Location: This role will be based at our office in the Lyric Theatre Hammersmith

About the Company

New English Ballet Theatre (NEBT) is a dynamic ballet company created to nurture a new generation of classical dancers, choreographers, designers and musicians. NEBT operates as a full-time charity and produces and performs a complete programme yearly. Our USP is to act as a bridge for young professional dancers as they enter full time careers, as well as to support the next generation of ballet choreographers. Since launching in 2011, NEBT has gained respect, recognition and critical acclaim for our visionary approach to ballet making.

The Role

New English Ballet Theatre (NEBT) is looking for an Administrator/Development Officer to join our small and dynamic team. The Administrator/Development Officer will be responsible for NEBT's applications to Trusts and Foundations, creating asks to corporate and individual supporters, managing fundraising events (both pre-event logistics and on-site), working with the Artistic Director to manage relationships with existing contacts and identify new opportunities as well as assisting with office diary coordination, general administrative duties and assisting the Artistic Director with administrative duties. Extra days of work may be needed in busy periods, these would be scheduled by mutual agreement with the NEBT team.

Responsibilities

- Create applications to Trust and Foundations to support the 2019/20 season. Including applications to trust NEBT has connections with and bringing ideas for new trusts and foundations.
- Planning and implementing all fundraising events (which can include formal dinners, auctions, gala performances, gallery events). Including in logistics, invitations and guest lists, on-site management, budgets and post event evaluation.
- Work with the Artistic Director to create a fundraising plan, particularly focusing on our 2019 and 2020 seasons
- Work with the Artistic Director to create and implement our friendship circles
- Donor stewardship of regular givers and new supporters
- Assist the Artistic Director with communications to supporters, artists, suppliers and members of the industry
- Run the artistic director and the company's calendar with accuracy
- Manage the company's main info inbox
- Assist the Artistic Director with any other tasks as needed
- Create and format documents to support fundraising
- Assisting the Development Manager/Artistic Director with any other tasks as needed

Personal skills

- Experience with applications for trusts and foundations with Arts Council England
- A track record of successful fundraising from a variety of income streams
- Experience with Government initiatives, trusts and foundations, and corporate partnerships

- Experience with fundraising events and cultivating supporters and donors
- Good organisational skills
- Experience with Microsoft Word, Excel and with formatting documents in both
- Effective communication skills
- A friendly and positive attitude
- Excellent writing skills

To apply please send a CV with references and cover letter to info@nebt.co.uk