

ALMEIDA THEATRE

The Almeida is a London theatre company with a national and international reputation for producing work of the highest standard - achieving recognition through consistent critical acclaim, increasing national reach, international profile, full houses and breadth of audiences.

Based in Islington, the Almeida Theatre began life as a literary and scientific society – complete with library, lecture theatre and laboratory. We are known for creating brave, ambitious, compelling theatre.

The company has been led for the last twelve years by Artistic Director Rupert Goold and Executive Director Denise Wood who will step down in the new year. Under Rupert's artistic leadership the heart of the Almeida's vision is to make bold work which challenges and questions theatre, and the world we live in; bringing together the most exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics.

The new Artistic Director will take up the post in 2026.

In addition to the main repertoire, there is an events programme including live and digital content, a full range of activities for young people, and productions regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises further income through ticket sales and the support of generous individual givers and corporate sponsors.

Job Description

Job title: Head of Trusts and Foundations

Responsible to: Development Director

About This Role

This is an exciting time to join the Almeida Theatre with the appointment of a new Artistic Director.

The Head of Trusts & Foundations will be responsible for cultivating and growing income from both private and statutory funding bodies, implementing and delivering a strategy for this vital income stream for the theatre, alongside stewarding existing relationships to ensure the highest level of care for those already supporting us.

The Development team has an ambitious target of approximately £2m to raise each year, of which currently almost £400,000 is forecast through Trust & Foundation revenue this year. Working with the incoming Development Director, the postholder will build on the relationship management of our much-valued existing portfolio of funders to provide excellent stewardship, alongside identifying potential supporters to maintain and grow our income in exciting, innovative, and strategic ways through high-quality, persuasive applications.

As Head of Trusts & Foundations the postholder will be central to ensuring revenue targets are met each year and building a strategy which elevates T&F income over the next 3 years, and which also creates a pipeline of Capital prospects to support further essential works.

If you are a strategic and creative thinker, looking for the next step in your career and want to work in one of the most exciting London theatres, this role is for you.

Key Responsibilities

- to create and lead a fundraising strategy for Trusts & Foundations to achieve and grow the annual revenue target, and one which captures targeting Major T&Fs, alongside securing multi-year relationships to ensure our annual revenue targets are met
- Build a suitable pipeline of asks, cultivation and reporting deadlines and regularly carry out prospect research
- Manage the evaluation and reporting of projects and their outcomes funded by T&Fs and ensure all projects deliver any funding objectives set
- Research and identify funding opportunities to build compelling proposals for the Almeida's Participation programme, work with emerging artists, access and sustainability strategies, building relationships with the wider Almeida team in order to produce highly detailed, strategic asks to grant funders, and detailed budgets
- Work with the Development Director and other Almeida teams to develop projects and proposals that will in turn build relationships with trusts and grant-makers to maximise long-term income.
- Deliver excellent and high-level stewardship of existing relationships through regular communication, and invitations for Trust representatives to attend Almeida productions, events, and opportunities to maximise relationship development.
- Meet monthly with the Finance team to forecast income from Trust & Foundations and take early mitigation action when necessary
- Ensure all Trust & Foundations' information and financial details are logged on the Almeida's database (Tessitura) and that all gifts are processed and credited appropriately
- Be the organisational expert on Trusts & Foundations, actively researching news, initiatives and trends within the charitable and arts sectors and make plans accordingly
- Represent the Almeida at events as required
- Plan and manage your workload, organising a range of internal and external-facing meetings and prioritise relationships with major trusts and grant-makers, including engaging Trustees/Development Council and members of the Executive team as appropriate

Other Duties

- Attend internal and external meetings as required
- Support the Development Team's wider ambitions by assisting and attending fundraising events relevant to the team's fundraising goals
- Take on other relevant tasks and responsibilities as required by the Development Director
- Be engaged in the Almeida's work, attending previews/press nights and regularly attending Participation projects and workshops
- Represent the Almeida Theatre as required, and act with the best interests of the Almeida Theatre at all times
- We want to create and sustain a productive, diverse, and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Equality policy which is monitored through our annual Equality Action Plan.
- We aim to be an environmentally sustainable organisation and ask that all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.
- Carry out any other duties as reasonably requested

This list is not exhaustive, and the role may include other duties as may reasonably be required.

PERSON SPECIFICATION

Essential Skills:

- Significant experience of successful Trusts and Grants fundraising, exceeding target, at five and six figures, including multi-year grants.

- Confident multi-tasker with the ability to prioritise and work to tight deadlines, and the ability to manage multiple multi-faceted projects
- The ability to act on your own initiative – with a self-starting, ambitious outlook
- Proven track of writing and submitting compelling and successful funding applications
- Excellent written and verbal communication skills
- Exemplary attention to detail and accuracy
- A track record of developing donor relationships and stewardship
- Experience of understanding and creating budgets
- Proven ability in and experience of developing positive relationships and communication with staff at all levels, and partner and funder organisations
- IT literate with a high level of Microsoft Office knowledge and CRM/fundraising databases
- A collaborative and generous team-player
- Willingness to work outside of normal office hours on a regular basis

Desirable Skills:

- Sound understanding of relevant fundraising regulations and GDPR.
- And understanding of performing arts and engagement projects

Remuneration:

This is a full-time position (40 hours per week).

- Salary: £43,000- £45,000 per annum.
- Holiday: 25 days per annum.
- Probationary period: 16 weeks.
- Notice period: 12 weeks
- Pension: As part of auto-enrolment you may be eligible for NOW pension. The Almeida contributes 3% of basic salary to a stakeholder pension scheme (Scottish Widows), following 6 months' service and successful probationary period.
- Other benefits: season ticket loan, theatre tickets, staff discount in the Almeida bar and other local amenities.
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN