



Metamorphoses

Trusts Manager

Recruitment pack

September 2024

RADA

About RADA

Founded in 1904, RADA has an unparalleled record of success in training some of the world's most renowned actors and technical specialists. Ours is an impressive history on which we are building an innovative future. RADA training is not only informed by the industry but also produces graduates who take their place at the vanguard of their profession working at the cutting edge of the dramatic arts. We have an ambitious strategy to encourage students from all circumstances and backgrounds to come to RADA.

We aim to be fair and equitable and enable dialogue in a world of rapidly changing demographics and evolving definitions of identity. Through our approach to teaching, learning and wider social engagement we foreground equitable and sustainable practice in a way that sets high standards and feeds expectations for fair and considerate behaviour both in RADA and beyond.

Our access and participation programme aims to remove any barriers that students from underrepresented groups may encounter so they are able to access and succeed on our courses, and progress into the industry.

This is an exciting time to join us. We are developing a new vision and strategy for RADA, building on its existing successes to redefine training in the dramatic arts for the 21st century, focusing on key themes of training and student experience, growth, industry, and international dialogue and engagement.

In addition to our aims for our vocational training, we are working from our foundational strengths to grow our income streams through life-changing work, aligned with our core pedagogy and ethos. We aim to co-create with industry and other stakeholders to build on our reputation as a centre of excellence and innovation in our field.

Scenic art studio



RADA

Our values

Progressive

We are outward looking and embrace innovation; we work through national and international partnerships.

Inclusive

We encourage dialogue, amplify the voices of those traditionally unheard and aim to be fair and equitable in everything we do.

Creative

We foster original thinking and strive to evolve new concepts and forms of practice.

Empowering

We travel together on a teaching and learning journey that embraces boldness, supports risk-taking and celebrates the individual as well as the ensemble.

Through the work we do, we aim to develop creative practitioners who are change-makers and future leaders. Our graduates go on to become leaders in their fields as actors, directors, writers, producers, designers, scenic artists and stage and production managers, as well as enjoying success in wider industries.

RADA is open to everyone and committed to harnessing the potential of the most talented people, but we recognise that some barriers can prevent opportunities. We know that by removing barriers to our training, we are increasing diversity across the academy, and in turn effecting positive change in a more representative industry into which our students will go on to gain employment.

RADA makes an essential contribution to the UK's £116 billion creative industries and is known throughout the world by the impact and achievement of its graduates who often speak of the experience and training they underwent at RADA as unique and special. Many of the graduates that RADA has produced over the years make work which has populated film, television and theatre; achieving recognition economies throughout the world.

In 2024 RADA celebrates its 120th anniversary. An academy founded by the industry for the industry, we continue to maintain strong links with the performing arts industries and have built an outstanding reputation as a world-renowned centre of excellence.

RADA has recently appointed RADA graduates David Harewood and Cynthia Erivo as new President and Vice President, and in May 2024 announced that His Majesty King Charles III was taking up the Royal Patronage of RADA.



The Wolves

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Fundraising at RADA

The Development team is supported by the RADA Development Board and RADA Council who actively engage with the fundraising work. Recently RADA embarked on a Theory of Change exercise which has fed into a new organisational Case for Support, and this will be implemented from the new academic year. Currently the Development team raises c. £1 million per annum, and after recent change in the Development team leadership, there is a growth strategy in place with a focus on trusts and foundations, major donor engagement, and corporate partnerships.

This academic year the team will be comprised of Director of Development, Head of Grants and Fundraising Services, Associate Head of Supporter and Alumni Engagement, Head of Development Events, Senior Supporter Engagement Manager, Trusts Manager, and Administrator.



Costume and Technical Theatre Arts Exhibition



Amreeka

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Trusts Manager

The Trusts Manager will play a key role in supporting the delivery of RADA's future fundraising growth by developing and stewarding long-term relationships with a portfolio of Trusts and Foundations, and seeking new prospective relationships to support the annual targets of the Development department and to maximise giving for long-term sustainable funding.

Reporting to and working closely with the Head of Grants and Fundraising Services, the postholder will be an experienced trusts fundraiser who will support with the creation and implementation of the Trusts and Foundations annual strategy, and will confidently seek out and secure new mid-level gifts from Trusts and Foundations for revenue and capital funding.

Fundraising

With support from the Head of Grants & Fundraising Services, manage the Trust and Foundation portfolio for mid-level gifts to achieve agreed financial target, through:

- Support the creation and implementation of the Trusts and Foundations annual strategy.
- Drive growth from Trusts and Foundations income, with a focus on five figure multi-year grants.
- Identifying and researching new Trust prospects.
- Track applications for revenue and capital fundraising.
- Liaise with colleagues and senior volunteers to develop compelling funding applications.
- Submit compelling grant applications and proposals for new trust support and renewals of existing support, working closely across the organisation to gather project information and budgets.

- Support applications to statutory funders where needed.
- Ensure bespoke engagement and stewardship plans are in place.
- Manage RADA's annual cycle of scholarships, grants, including the writing of compelling applications, portfolio management and reporting.
- Work closely with Student Academic Services to manage the scholarship process, including the allocation of students to funders (all income streams) and attending Scholarship committee meetings.
- Track scholarship expenditure against funder/donor criteria to ensure accuracy of scholarship allocations.
- Update the Development Team on all scholarship activity where necessary.

Relationship management

- Build relationships with current and new trust funders to ensure long term support.
- Attend events to cultivate and steward Trusts and Foundations.
- Work closely with Senior Volunteers to utilise their networks, endorse applications and be advocates for fundraising.
- Ensure all Trusts and Foundations are appropriately stewarded, thanked and acknowledged appropriately.

Monitoring and reporting

- Ensure Financial Planning sheets and CRM/ Database records are consistent and up to date for agreed caseloads.
- Keeping the donor database up to date.

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- Write compelling and effective reports for funders, and ensure agreed KPI's are communicated.
- Ensure that all required grant reporting is delivered to the highest standards and on time, supporting the development of robust evaluation processes with colleagues where needed.

Processes, CRM and GDPR

- With the Development Team, support the continued introduction of a data-informed approach to fundraising to ensure we engage with funders according to their giving level and in support of the wider strategic fundraising plan.
- Develop, in consultation with the Director of Development and wider team, best-practice operating processes and procedures for the department.
- Demonstrate excellent record-keeping on the CRM (Spektrix).
- Ensure communications are in line with RADA Privacy Policy and GDPR regulations.

General

- Take an active role in the Development Team by contributing to the wider departmental plans and fundraising strategy, as appropriate.
- Take on any additional duties and responsibilities that may be reasonably expected within the terms of contract.
- Contribute to the development and culture of RADA.
- Keep abreast of good practice in Trust and Foundation fundraising in the higher education and arts sectors along with funding initiatives and government policies and changes.
- Attend RADA training and staff events as and when required.

- Promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with GDPR regulations regarding protecting personal data.
- Comply with Health and Safety legislation and ensure you are up to date with RADA's Health and Safety Policy.

By accepting a role at RADA, you are acknowledging a commitment to RADA's values and mission, and a willingness to contribute to the ongoing development of the same.

Person specification

Experience and knowledge

Essential

- Demonstrable experience of successful fundraising from Trusts and Foundations for Higher Education, and/or the arts.
- Experience of securing multi-year grants of five-figure sums and above.
- Experience in prospect research.
- Experience managing and developing relationships with Trusts and Foundations.
- Experience preparing fundraising applications and developing compelling proposals.
- Experience in creating donor reports and working closely with other departments.
- Experience of maximising donations from an existing portfolio of Trusts and Foundations.
- A working knowledge of how to work effectively with senior volunteers.
- Understanding budgets and reporting financial performance against targets.

Desirable

- Experience of using Spektrix.
- Demonstrable interest in theatre and the dramatic arts.
- Knowledge of the issues affecting the HE / cultural sector particularly from an income generation perspective.
- Experience of working with Marketing teams or external designers to create materials as needed.

Skills, abilities and attitudes

- Confidence in writing proposals and funding applications.
- Communicating clearly and persuasively, verbally and in writing, with excellent attention to detail.
- Self-motivated and a willingness to support others in the team when needed.
- Good numeracy skills.
- Excellent eye for detail and to ensure high standards whilst working under pressure.
- Ability to work strategically and manage multiple tasks simultaneously and to work to deadlines.
- Committed and driven.
- Approachable and personable team player.
- Diplomatic, enthusiastic, resilient and confident at dealing with people at all levels.

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Terms and conditions

Reports to	Head of Grants and Fundraising Services
Department	Development
Contract	Permanent
Working hours	37.5 hours per week plus occasional evening and weekend work
Will consider 0.8FTE. Hybrid working available. (The current team work 2+ days per week from the RADA London office).	
Location	18 – 22 Chenies Street, London WC1E 7PA
Salary	£38,000 per annum
Notice period	Three months
Benefits	30 days annual leave plus statutory rising a day a year to 35 days
	Defined contribution pension via auto-enrolment with Legal and General
	Death in service payment
	Occupational sick pay (based on length of service)
	Free eye tests
	Access to RADA Business open courses
	Free tickets for RADA student productions
	Free access to RADA library
	Cycle to work scheme
	Interest free season ticket loan

How to apply

To apply for the Trusts Manager position at RADA, please send a supporting statement (of no more than 2 pages) outlining why you want to work for RADA and how you meet the person specification, and your CV (no more than two pages) to hr@rada.ac.uk. Supporting statements and CVs should be submitted as attachments in either PDF or Word formatting.

We are very interested in hearing from Black, Asian, and Global Majority candidates as well as candidates who identify as disabled. RADA is embarking on a journey to become an anti-racist institution and is committed to supporting candidates in their positions, ensuring that the workplace is safe and inclusive for all. If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure our interview process is accessible for you.

We will guarantee first round interviews to candidates who self-identify as D/deaf or Disabled, or as being from a Global Majority background, who are currently under-represented in our organisation and in the cultural sector, and have demonstrable experience as an individual giving lead or deputy lead in the arts, Higher Education and/or wider charity sector. If you regard yourself as someone who meets these criteria, please indicate this in your supporting statement.

Closing date for applications

The deadline for applications is **10am on Monday 7 October 2024** - the RADA team will be reviewing applications on a rolling basis but all received by the deadline will be considered for the role.





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Construction and Scenic Art project

Registered Charity No. 312819
Patron: His Majesty King Charles III

Images by Linda Carter

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