

RECRUITMENT PACK

Development Manager (Individual Giving Lead)

We are seeking an experienced fundraiser to work within the Development Team to develop and deliver Hackney Empire's fundraising strategy.

13 March 2026
HEDM



DEVELOPMENT MANAGER (INDIVIDUAL GIVING LEAD)

We are delighted that you would like to find out more about the role of Development Manager (Individual Giving Lead) at Hackney Empire. This is a new position to support the Head of Development to refresh and deliver Hackney Empire's fundraising strategy, capitalising on the opportunity of our 125th anniversary year; and to grow our income across all streams to support our iconic building, work on the stage, our Creative Futures programme with young people and in the community.

With strategic responsibility for Individual Giving, you would be joining Hackney Empire at a remarkable time in its history, with an exciting 125th anniversary programme in place. As Development Manager, you will play a central role in a small team helping to drive positive social impact. Under the new leadership of recently appointed CEO Chris Sudworth, there is also the exciting opportunity to contribute to our next Arts Council England National Portfolio application, and the next stage of our National Lottery Heritage Fund application, following the successful award of our initial Development Phase funding.

HACKNEY EMPIRE

Hackney Empire is a world renowned, Grade II* listed, Edwardian music hall, and now a modern variety theatre presenting and championing the best in local, national, and international arts and culture in all its forms. Designed by Frank Matcham and built in 1901, the theatre was fully restored in 2003. The glorious and ornate auditorium can accommodate upwards of 1,200 audience members, making it one of the capital's largest venues outside of the West End. Hackney Empire is often referred to as one of the most beautiful theatres in the country and in fact was recently ranked first in Time Out's "11 Most Beautiful Theatres" article.

Hackney Empire has a legacy as a cultural beacon and safe space which annually welcomes up to 200,000 audience members - an audience that fully reflects the incredible diversity and vibrancy of London's communities. For decades Hackney Empire has been regarded as a vital and exceptional platform for Black, Asian and global majority creatives, artists and audiences, and has a proud practise of supporting marginalised and isolated voices.

Learning and Participation runs through everything we do at Hackney Empire. Our engagement programmes are specifically designed with our local communities in mind and co-created through a range of consultation and partnership working. Young People's voices are integrated into programme design and delivery through our Young Producers Programme, Young Board R&D group, Associate Artists and Trainee programmes. Being deeply connected to our local community and creating space for participants to tell us what they need from Hackney Empire is central to how we work. Inclusivity and access, collaboration, care and integrity are guiding principles for us.

Our ambitious programme of work has multiple entry points, and we pride ourselves on being able to journey with participants from initial light touch engagement projects in school, right through to professional performance opportunities and leadership roles. We work with primary, secondary, FE and HE settings through our Outreach strand of work; young people aged 14 to 19 and early career artists through Creative Futures; and older community members through the Hackney Empire Community Choir. We are locally focussed with connections across London and nationwide, ensuring that we are both Hackney specific, and nationally recognised.

THE ROLE

Role:	Development Manager (Individual Giving Lead)
Line manager:	Head of Development
Works with:	CEO, Development Committee, Trustees, Director of Operations & Commercial, Marketing & Communications, Learning & Participation, other internal staff and external stakeholders.
Salary:	£36,000 - £38,000 per annum, dependent on experience.
Contract:	This is advertised as a full time, permanent role (35 hours per week) but applications from candidates seeking a part-time opportunity at 0.8 FTE (28 hours per week) will be considered. Subject to the successful completion of a 3-month probationary period.

Job description & purpose of role

We are seeking an experienced fundraiser to work within the Development Team and across departments to develop and deliver Hackney Empire's fundraising strategy and grow our income across all streams, with an emphasis on Individual Giving. Working closely with the Head of Development, the successful candidate will aim to expand Hackney Empire's income through supporting current fundraising activities, as well as identifying and researching new sources of funding and nurturing individual and business partnerships.

The Development Manager will play a vital role in helping Hackney Empire achieve its ambitious fundraising goals, raising funds to support our creative and community programmes, while also supporting our capital campaigns to ensure our historic home meets audience expectations of a modern theatre, contemporary audiences and artists. This role combines strategic responsibility with hands-on delivery, including refreshing and leading on the growth of our Friends scheme, cultivating and stewarding individual donors, developing new corporate partnerships, imagining and co-creating an engaging calendar of supporter events.

The successful candidate will bring both rigour and creativity to their work: a proven ability to manage donor relationships, experience of delivering successful fundraising campaigns or events, and the confidence to engage with high-net-worth individuals and senior stakeholders.

Having robustly come through challenging times during Covid closure, Hackney Empire is at a positive stage in the organisation's journey, looking forward to the next 125 years: making Hackney – and the Empire – ever more central to the local, London and national cultural narrative. With strong audience support and a pioneering young people's programme, this is an exciting opportunity for an ambitious, organised and passionate fundraiser to help shape the future of one of London's most distinctive theatres.

This role will work closely across Hackney Empire's departments, particularly with the Commercial, Marketing & Communications, and Learning & Participation teams. We are looking for a highly organised, enterprising and personable individual, enthusiastic about the arts and about providing creative opportunities for young people from a range of backgrounds.

This role will suit candidates with fundraising experience, particularly within individual giving and trusts and foundations. We welcome applications from people with transferable skills who bring determination and experience built up in other areas.

Hackney Empire encourages applications from anyone from the global majority and those with disabilities, including but not limited to deafness and sight, especially where we consider we are under-represented in our organisation. If you identify in any of these ways and can demonstrate you have the essential experience, knowledge, skills and abilities for the role in line with the person specification, we offer a guaranteed first-round interview.

KEY RESPONSIBILITIES WILL INCLUDE:

- Reviewing, developing, managing and growing membership schemes and individual giving pathways.
- Designing and delivering tailored donor identification, cultivation and stewardship strategies to encourage long-term engagement.
- Playing a significant role in the design, development and delivery of our 125th Anniversary fundraising strategy and campaigns.
- Researching and contributing to applications to trusts and foundations.
- Supporting the development of corporate and business partnership opportunities, working with the Head of Development, CEO and Director of Operations and Commercial.

Strategy

- Work with the Head of Development to implement fundraising priorities and development of a 3-5 year plan.
- Regularly review the effectiveness, impact and success of fundraising and provide reports to the Head of Development, CEO, Board of Trustees, and funders.

Individuals

- Drive the Individual Giving strategy by creating and delivering individual campaigns, crowdfunding and legacy giving programmes.
- Design and deliver tailored cultivation and stewardship strategies to encourage long-term engagement and progression.
- Lead the stewarding, cultivation and expansion of Hackney Empire's membership schemes through the co-ordination of newsletters, record keeping and relationship management.
- Use data to develop and produce regular and ad-hoc reports, segmentation and analysis to identify potential donors, monitor and grow donations.
- Develop and maintain the database of donors and prospects (currently Spektrix Opportunities).
- Support the planning and delivery of a number of fundraising events during the year.

Trusts and Foundations

- Together with the Head of Development, research and write targeted applications to trusts and foundations whose priorities align with Hackney Empire's work, securing contributions from the wider team as necessary.
- Create engaging and inspiring project reports, including budgets, to demonstrate to donors the impact of their support.
- Maintain an excellent working knowledge of the arts and young people's funding landscape, new grant programmes and applications deadlines.
- Maintain records of application deadlines and reporting requirements.

Communications and Reporting

- Support the creation of fundraising communications and liaising with the Marketing & Communications Department to make effective use of our digital channels.
- Liaise with the relevant team members to ensure funders' crediting and evaluation requirements are delivered.
- Assist the wider company to embed suitable evaluation systems that promote the company's case for support.
- Collate case studies, statistics and feedback for fundraising use.
- Liaise with the finance team to inform accurate financial reporting and reconciliation for income received.

Corporate

- Conduct research to identify prospective businesses for relationship cultivation.
- Support the development of Hackney Empire's Corporate activity, including delivery of any business-focused fundraising events.
- Contribute to the development of Corporate offers and packages.

General

- Ensure that all fundraising approaches are compliant with relevant legislations and best practice (including UK-GDPR, PECR, Fundraising Regulator code of conduct and ethical approaches).
- Undertake any training or appropriate professional development considered necessary.
- Deputise for the Head of Development, where directed and necessary.



From top to bottom: Lankum (2024), Artist Development Programme (2023), Mother Goose (2022) Photography by Fabrice Bourgelle and Mark Senior

PERSON SPECIFICATION

Essential

- Experience working in a fundraising team, with a successful track record of leading campaigns and securing donations from individuals.
- Experience of stewardship, with individuals and stakeholders.
- Experience of running membership schemes or initiatives.
- Experience of using CRM databases, for fundraising purposes.
- Excellent written and oral communication skills.
- Computer literate, including Word, Excel, Outlook, and presentation software.
- A high level of accuracy and attention to detail.
- Enthusiasm for and understanding of Hackney Empire's mission, vision and values, and the wider arts/educational charity sector.
- A clear commitment to diversity and inclusion in all its forms.

Desirable

- Experience of Spektrix Opportunities.
- Experience of running individual or crowdfunding schemes.
- Experience of writing fundraising communications.
- Experience of writing applications and managing relationships with Trusts and Foundations.
- Experience developing corporate or business partnership or membership schemes or initiatives.
- Experience delivering fundraising events.
- Experience of creating and monitoring budgets.
- Knowledge of GDPR and PECR regulations.
- Existing contacts and networks which will support Hackney Empire's success through individual giving.

Please note this job description is a guide to the nature of the work required of the Development Manager. It is not comprehensive or restrictive and may be reviewed with the post holder as required.

TERMS AND CONDITIONS OF THE ROLE

- Notice Period: 1 month during probationary period (on either side), thereafter 2 months.
- Place of work: Hackney Empire, 291 Mare Street, London E8 1EJ. A regular presence is required in Hackney Empire's office to deliver this role effectively, with potential for some flexible working. There is step free access throughout the premises.
- Hours: 35 hours per week, exclusive of lunch breaks. There will be occasional weekend and evening work for which there will be time off in lieu. We are open to discussing other patterns of working.
- Holiday: 22 days per annum rising to 27 days based on an incremental system, plus bank holidays and other public holidays.
- Stakeholder pension contribution.

HOW TO APPLY

Reference: HEDM

Apply by: 10am on Tuesday 7th April 2026

Interview(s) Week commencing 13th and 20th April 2026

Candidates should apply for this role by providing a:

- Cover letter, of no more than two pages, setting out your interest in the role and examples of how you meet the person specification.
- CV
- Completed Equal Opportunities Form

Applications should be sent to recruitment@hackneyempire.co.uk including in the subject line reference HEDM.

If you would like an informal chat about the role in advance, please email Kathy Everett, Head of Development on kathy.everett@hackneyempire.co.uk

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