



HighTide  
Development Manager  
Recruitment Pack

## About HighTide

We are a writer-centred theatre company, based in the East of England; led by Artistic Director, Titilola Dawudu. We produce new plays by playwrights from our region, touring across the East and beyond. We run a year-round writer development programme that creates space for East of England playwrights to thrive. We offer creative writing programmes in schools and community groups to build confidence, wellbeing and employability.

Launched in 2007, HighTide has produced and toured over 60 productions and supported hundreds of artists, showcasing the very best of British new writing talent. Our alumni include the playwrights Jack Thorne, Vinay Patel, Ella Hickson and Theresa Ikoko; and directors including Chinonyerem Odimba, Michael Longhurst, Kate Wasserberg and Roy Alexander Weise. Our co-producing partners have included the National Theatre, Shakespeare's Globe, the Royal Court and Manchester Royal Exchange.

We are an Arts Council England National Portfolio Organisation, members of the East Anglia Touring Consortium and ITC Fair Work Managers.



## Our artistic mission

HighTide is a writer-centred theatre company, based in the East of England (with offices in both Ipswich and London). We produce new plays by playwrights from our region, touring across the East and beyond. We run a year-round writer development programme that creates space for East of England playwrights to thrive. We offer creative writing programmes in schools and community groups to build confidence, wellbeing and employability.

We are committed to ensuring everyone, from all backgrounds, can participate in the joy and power of theatre. We believe that partnership and collaboration makes better theatre, as well as more lasting, positive social change.

HighTide holds the climate crisis in its name; a daily reminder of our responsibility to act now - with imagination and creativity. We see climate and social justice as inextricably linked and believe that theatre can help rehearse a better future for us all.

## Our 2030 vision

### **For our playwrights:**

By 2030, the East of England will be a recognised seedbed of exceptional, diverse and thriving playwriting talent.

### **For our communities:**

By 2030, HighTide's targeted creative writing programmes will have increased confidence, wellbeing and employability in our home region.

### **For our industry:**

By 2030, HighTide will have shown that it is not only possible, but creatively exhilarating, to become a decarbonised theatre company.

### **For us as a company:**

By 2030, HighTide will still be a nationally celebrated new writing company, led by our values and with strong financial resilience.

## Our values

Inclusive

Ambitious

Collaborative

Kind and candid

Dedicated to writers

Focussed on the East of England



## Could you be HighTide's Development Manager?

Are you...

an experienced fundraiser looking for a new challenge at the forefront of new theatre writing?

Or

someone who has had at least two years experience in fundraising and is now ready to step up?

We are seeking a dynamic individual who is excited by our artistic mission. To find them, we will make this an applicant-tailored recruitment process. This means we are recruiting with open minds and want the role to be responsive to the successful candidate.



You will need to have at least two years of professional fundraising experience, but we will support you in the transition if this role is more senior than your current one. If you're already an experienced fundraiser, we want to create the right space and challenges for you.

HighTide is an East of England theatre company and we would be interested to hear from candidates who live in the region, as well as those in London.

We will be flexible in our approach to working hours, working from home requests, and accommodating to caring responsibilities, wherever possible. All depending on your experience, we'll consider what feels best for you and HighTide.

HighTide is committed to equality, equity and diversity. We welcome applications from candidates with backgrounds which are historically underrepresented in the arts – such as those who have experienced barriers due to their working-class origins; are from the global majority; or who identify as d/Deaf or disabled.

## JOB DESCRIPTION

Line managed by:	Artistic Director/CEO
Liaison with:	General Manager, Engagement Manager, Producer, Development Council, Board of Trustees

## Purpose of the role

The Development Manager will join HighTide's friendly and dynamic team, responsible for delivering our fundraising potential. They will work across individual giving, trusts and foundations and corporate partnerships, collaborating closely with the CEO to develop long-term relationships with current and potential supporters. They will secure financial support for all aspects of HighTide's work, including our creative writing work in communities and schools; our playwright development programme; and our touring productions.

Alongside the above, they will manage our Development Council, deliver cultivation and supporter events, and maintain our donor database (Spektrix).

The successful candidate will care about diversity in the arts and broadening access to the joy and power of theatre, for artists, audiences and participants. They will also share in HighTide's core commitment to climate care.

We are recruiting at an exciting time. The Development Manager will work alongside the Artistic Director and CEO on HighTide's 21st anniversary campaign, to be delivered in 2028.

## Key Responsibilities

### Trust and Foundations

- Identify trusts and foundations who might support HighTide's artistic mission and activities, both for multi-year and one-off support, in line with our ethical fundraising policy
- With the CEO, develop relationships with key trustees and grant managers
- Write compelling and high quality applications, with support from the CEO on larger bids
- Ensure any evaluation and measurement expectations are embedded into funded projects from the beginning
- Maintain detailed records of past, present and future trusts and foundations for HighTide, always planning ahead to maximise application cycles
- Write evaluation reports in a timely manner, ensuring we tell an inspiring story about HighTide's funded impact
- Track relationships and funding activity with trusts and foundations

## **Individual Giving**

- Work closely with CEO on stewarding long-term relationships with current and potential supporters, maximising gift potentials
- Responsible for running the annual giving Friends programme:
  - researching prospects
  - cultivating support
  - asking for donations (often in partnership with the CEO and Development Council)
  - processing payments
  - timely acknowledgement
  - delivery of benefits and events
  - ensuring renewal and, where possible, growth of support, year on year
- Responsible for Gift Aid record keeping and making claims to HMRC
- Keep detailed records of supporters, prospects, communications, events and donations on Spektrix

## **Development Council**

- Be the primary point of contact for our Development Council
- Co-ordinate Development Council meetings, producing papers and contributing to meetings
- Provide them with accurate financial reporting against targets and updates on all cultivation plans and donations received
- Write and circulate minutes and actions
- Support Development Council members to maximise their ideas and contacts, all to support HighTide's artistic mission

## **Corporate Sponsorship and Partnerships**

- Work with the Development Council to identify corporates who share our ethos and are excited by HighTide's artistic mission
- Develop long-term relationships with key business connectors and networks, particularly in the East of England
- Organise and manage hospitality and partnership events, including invitations, ticket allocations, and branding as required workshops or other activities created through these partnerships
- Write impact reports, proving the value of these partnerships

## **Event Management**

- Deliver all donor benefit and cultivation events to a high quality
- Schedule these year-round events to complement HighTide's artistic activity
- Work with Development Council members to invite prospects to events, co-ordinate RSVPs, set targets, and enact follow up plans
- Seek to maximise all our artistic activities to increase individual donor, trust and foundation and corporate partner interaction and involvement in our work
- Use Spektrix to manage all event invites and attendance

## **Budget Management and Reporting**

- With the CEO, work to meet annual fundraising income targets
- Act as budget holder for all fundraising expenditure
- Report to the General Manager monthly on income and expenditure forecasts

- Prepare an updated forecast quarterly and contribute towards the annual budget
- Support preparation of quarterly Board and Development Council paperwork

### **Database Management**

- Responsible for optimising use of Spektrix in all donor relationship management and reporting
- Prioritise clean and accurate record keeping, tracking supporters at all stages of their giving and stewardship

### **Communications**

- Be a friendly and efficient point of contact for all HighTide supporters
- Responsible for ensuring our supporters receive exciting, timely information about all of HighTide's activities
- Ensure that the collection of 'Support Us' pages on our website are compelling and always up to date.
- Write and deliver our Annual Report - a publication which celebrates HighTide's artistic activities each year and thanks supporters
- Work with the GM to ensure we are GDPR compliant in all of our fundraising communications
- Ensure that all our supporters are acknowledged online and in print, as per their agreed benefits, and that all funder logos and credits are in place

### **General requirements**

- Flexibility to meet supporters in both London and across the East of England
- Attending HighTide production and project related-events throughout the year, supporting the wider staff team on delivery where needed
- Adhere to, and actively contribute to, HighTide policies and procedures including: equalities (diversity, access, equal opportunities); environmental action; Health & Safety.
- To act always in the best interest of the HighTide
- Support the ethos that 'everyone at HighTide is a fundraiser', contributing applications and reporting and attending development events where required.
- Contribute positively to a professional working and learning environment.
- Contribute to HighTide's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities.
- Work in a flexible manner in line with the organisation's objectives.
- Provide excellent customer care in dealings with the public.
- Work for the benefit of HighTide at all times.
- Any other duties as reasonably required

Please note: the Development Manager is not responsible for HighTide's NPO grant or relationship with Arts Council England

## PERSON SPECIFICATION

### Essential

- At least two years' experience in fundraising income generation, in either arts, culture or the wider charity sector.
- Demonstrable experience of securing gifts from individual donors and trust and foundations
- A practised networker, with a proven track record of managing productive relationships with donors and funders
- Demonstrable experience of using a CRM database to support all your fundraising activity
- Proven track record of effective project evaluation and report writing
- Excellent verbal and written communication skills
- Strong administrative skills with a keen eye for detail
- Ability to prioritise tasks, manage your time effectively and meet deadlines
- Ability to work effectively with a wide variety of staff, high level donors, volunteers, partners, stakeholders and members of the public
- Budget management experience
- Collaborative and supportive colleague, excited by working in a small organisation with big ambitions
- Passion for theatre and new writing

### Desirable

- Experience in the East of England fundraising sector
- Proven commitment to inclusion and equal opportunities
- Passion for environmental sustainability
- Knowledge of the theatre industry



## TERMS AND CONDITIONS

<b>Contract</b>	Permanent. Flexible working arrangements available, including part-time, full-time, or reduced hours.
<b>Salary</b>	£32,000–£35,000 per year, subject to experience
<b>Location</b>	HighTide has offices in both Ipswich and London. We regularly operate across both sites on a pattern that is responsive to the current staff team. This means that Ipswich/London/Home location is an open conversation dependent on work plans.  Travel expenses away from home base will be reimbursed, in line with company policy.
<b>Hours</b>	Flexible  This role requires travel and there will be occasions where work outside of these hours is required. We operate a TOIL policy to support this.
<b>Probation period</b>	3 months
<b>Holidays</b>	21 days, plus statutory bank holidays
<b>Notice</b>	3 months (4 weeks during probation)
<b>Benefits</b>	Pension contribution 4% Individual professional development plan Train travel between East of England and London, where required Ticket budget available



Application deadline: **10am on Tuesday 7 April 2026.**

Please send to **[recruitment@hightide.org.uk](mailto:recruitment@hightide.org.uk)** :

- Your CV (maximum 2 sides of A4)
- A covering letter, explaining how you meet the person specification (maximum 2 sides of A4)
- A completed equal opportunities form, found **here**

First round interviews will take place on the w/c **Monday 13 April**.  
Second round interviews will take place w/c **Monday 20 April**. Where possible, interviews will take place in person.

The successful candidate should ideally be available to take up the post as soon as possible and we're open to discussions about when might work best for you.

Prospective applicants are welcome to discuss the role with Titilola Dawudu (CEO), informally, before applying.

Please contact **[titilola@hightide.org.uk](mailto:titilola@hightide.org.uk)** if you would like to arrange a conversation.

