

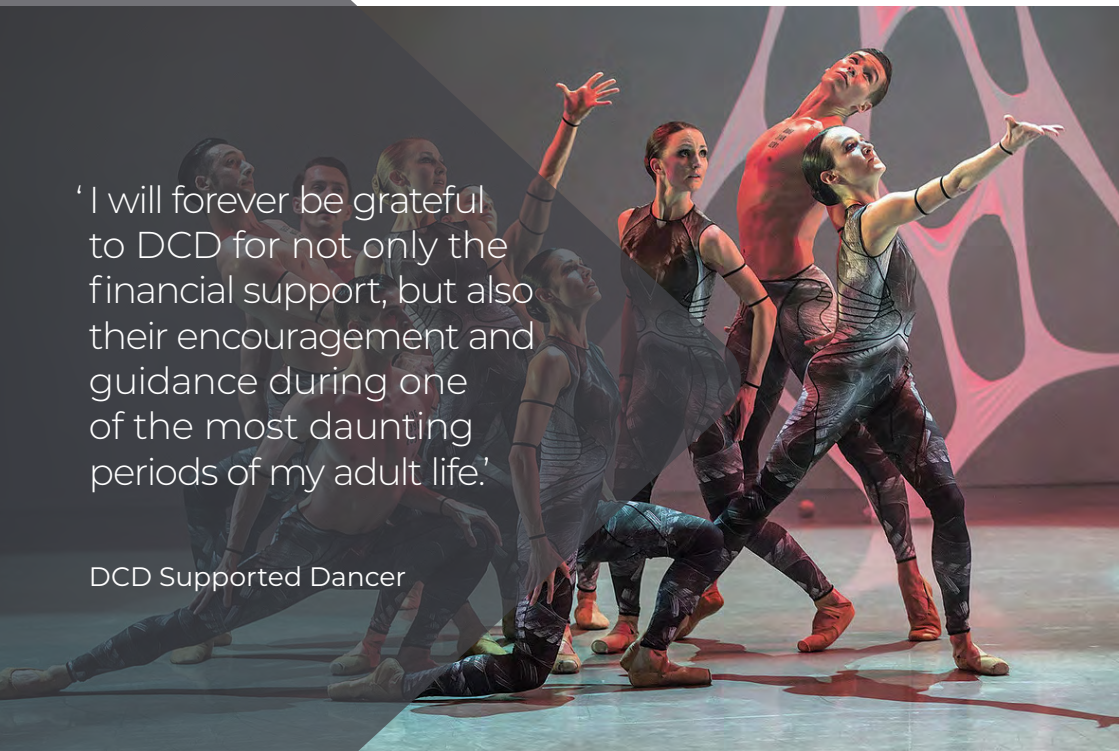


Head of
Development

Recruitment
Brochure

‘I will forever be grateful
to DCD for not only the
financial support, but also
their encouragement and
guidance during one
of the most daunting
periods of my adult life.’

DCD Supported Dancer



Changing
Dancers
Lives

Thank you for your interest in
this role and in working with
Dancers' Career Development.

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WELCOME FROM THE EXECUTIVE DIRECTOR

Have you ever considered what happens to dancers when their performance careers come to an end? These talented artists who have trained for years to hone their technical and creative skills, and given so much pleasure to so many, have all too-frequently short careers, due to the physical and psychological demands of the profession. The prospect of leaving a job you love and have invested so much in, is naturally daunting and this is why DCD plays such an important role within the dance sector.

DCD is ambitious for dancers' futures. We are here for professional dancers from all dance genres and backgrounds, during and beyond their performing careers. Helping dancers through professional and personal change is the lifeblood of DCD, removing barriers to career progression, enabling career sustainability, and creating life-long learning opportunities.

DCD is a curious and agile charity, able to flex to best respond to the needs of those we support. We aim to think differently and to foster a culture of commitment to self-development, learning and growth. DCD believes in the power and potential of individuals. We recognise dancers as unique human beings, with exceptional skills and qualities.

In September 2023 we commenced a year of dancer and fundraising focussed activities throughout the UK, to celebrate our 50th Anniversary. This year provides a significant opportunity for the charity to raise its profile, develop its fundraising potential and increase its social impact, building on the success of its inaugural 50-years.

We are seeking an experienced Head of Development who is passionate about making a difference to dance artists' lives and resonates with DCD's values. Our ideal candidate will have a strong track record raising funds for arts and cultural charities and proven success in building relationships with a diverse network of funders. Interpersonal skills are key to broadening and extending our donor pool, to significantly increase our generated income to support artists from all dance genres as they navigate their personal career change.

Thank you for your interest in Dancers' Career Development (DCD). If you are excited by this opportunity, we would love to hear from you.

Vanessa Lefrançois
Executive Director



Image:
Ingrid Mackinnon
Movement Director
Choreographer
Educator
DCD Trustee

Photography:
Gábor Mokake

‘A practical, friendly and firm hand to hold you while you ponder, while you feel lost, or while you try and build something new. A lifeline, even.’

Dancer & Personal and Career Coaching Participant

WHY WORK FOR DCD?

DCD is the national sector leader, specialising in empowering and enabling dancers to develop careers beyond the stage. We design and deliver professional development programmes that are dynamic and responsive to the needs of dancers exploring and building post-performance careers, within and beyond the arts sector. We work with our international counterparts at International Organization for the Transition of Professional Dancers, to ensure dancers have healthy, sustainable and rewarding careers.

We deliver a spectrum of support tailored to each dancer's needs awarding retraining grants, and delivering coaching sessions, mentoring programmes and professional and psychological resilience workshops for dancers in our six Partner Companies and independent dancers working in the UK. We also deliver bespoke programmes in vocational schools and Conservatoires for dance students commencing their careers.

To celebrate our 50th year, DCD is embarking on a series of regional events to advocate the value of dancers to society and increase awareness of DCD's charitable work: from the guidance we provide dancers entering the profession to those transitioning at the end of their performing careers.

An important element of our 50th Anniversary is to re-connect with our ever-increasing cohort of beneficiaries, to celebrate their stories and develop DCD's global alumni community; with the aspiration to engage a new donor pipeline and solicit legacies. The 50th Anniversary is also an excellent time to reengage with former supporters and make fresh approaches to individuals introduced by our highly engaged Board of Trustees and Development Council Members.

OUR STRATEGIC PRIORITIES

During this landmark year we will be implementing our new strategic plan focused on:

Fundraising - significantly increase income to continue to offer all dancers the opportunity to access and apply for meaningful career development support.

Increasing our impact - demonstrate DCD's and dancers' impact on, and value to, the dance sector and beyond.

Amplifying the dancers' voice - working with and for all dancers.

Becoming a truly national charity - providing equity of access to all DCD programmes to dancers across the UK.

Equality, Diversity & Inclusion - we recognise we have much more to do and are committed to working with our dancer-led EDI working group to achieve our ambitions set out here.

Anchoring in purpose - ensuring our programming decisions continue to be guided by evidence and the dancers we serve, as we build on a period of significant growth.

WE ARE GUIDED BY THE FOLLOWING VALUES:


Pioneering: Building on our heritage as the first career transition programme for dancers worldwide, we continue to develop our unique expertise and to be forward-thinking and courageous.

Ambitious: We are ambitious for dancers. There is no limit to what dancers are able to achieve with the right support. We are ambitious for DCD. We have the opportunity to do things differently and for our programmes and output to be dancer-driven and world-leading.

Supportive: We are supportive of each other and of the dancers and partners we work with. We respect each other's individuality and unique path. There is no one size fits all.

Accountable: We are accountable to the dancers we support, our funders and supporters and to each other.

Our values are underpinned by our commitment to Equality, Diversity and Inclusion.

A close-up portrait of a young Black woman with voluminous, dark, curly hair. She is looking slightly to the left with a soft, contemplative expression. She is wearing a rust-colored, sleeveless top. The background is a solid, light blue-grey color.

‘(I learned that) I
have the power to
make steps towards
myself as a person
and an artist.’

Naya Lovell, Rambert Dancer
and DCD Reach Ambassador

Photography:
Camilla Greenwell

Our ideal candidate & About the role



Image:
Sherisse Bisram
Dancer
Choreographer

Photography:
Michal Jeck

We are looking for a creative self-starter, who is highly motivated, results orientated and capable of working independently and within a small, dynamic and ambitious team. Applicants should connect deeply with DCD values, have a keen interest in the performing arts and genuine desire to make life changing differences to dancers' lives and wellbeing.

Our ideal candidate will be a highly experienced fundraiser with excellent interpersonal skills and a proven track record of establishing and maintaining excellent relationships with a range of funders and donors.

Job Title:

Head of Development

Salary:

£50,000 per annum (negotiable for highly-experienced candidates)

Reporting to:

Executive Director

Contract:

Permanent Full Time (4 days per week considered)

Probation Period:

3 months

Notice Period:

One month's notice in writing on either side during the probationary period. Thereafter three months' notice in writing on either side once the probation period has expired.

Start Date:

As early as possible, outgoing post holder will leave on 16 February 2024.

Location:

DCD works remotely, with monthly in-person meetings held predominantly in London and Birmingham; plus, additional meetings and in person events as required to successfully fulfil the role of Head of Development.

Benefits:

- 28 days holiday pro-rata plus Bank Holidays
- 7% employer pension contribution
- Access to professional development programmes and training, including coaching.

Purpose of Role

The Head of Development will work closely with the Executive Director and be instrumental in increasing fundraised income to meet the demand for support from dancers across the UK.

The Head of Development is responsible for leading the fundraising function of DCD, which currently delivers 50% (c. £350k) of the charity's annual revenue. The immediate focus of the role will be to deliver a step change in fundraising activity through the development of an individual giving strategy and increasing revenue from Trusts & Foundations, to support our grant making activity, support programmes and core costs.

Maintaining and extending excellent relationships with a broad spectrum of external stakeholders is critical to the success of this role. The Head of Development will be responsible for cultivating and stewarding relationships with existing and new funders, working closely with the Executive Director, Trustees and Development Council members.

As a senior member of the DCD team, you will work closely with colleagues across the organisation to shape the development of DCD's business model and future activity, ensuring the charity is able to clearly articulate the impact and importance of its work on the lives of current and former dancers.

Key Relationships:

The Head of Development will work closely with the Executive Director, Programme Managers, Marketing & Communications Manager, Trustees and members of DCD's Development Council.

The post holder will be the main point of contact and responsible for maintaining excellent relations with existing donors and for cultivating and nurturing relationships with new funders.

You will be responsible for the line management of one part-time member of staff.

We work closely with our six national Partner Dance Companies: The Royal Ballet, English National Ballet, Scottish Ballet, Northern Ballet, Birmingham Royal Ballet and Rambert.

Key Responsibilities

STRATEGIC

Refine and implement DCD's development strategy to increase fundraised income from £350,000 to £500,000 by April 2026.

Work with the Executive Director to develop DCD's business plan to deliver the charity's strategic objectives, generate new revenue streams and establish a financially resilient business model.

Cultivate a development mindset across the organisation to embed a fundraising culture that enables the sustainable development of the charity and its programmes.

Together with the Executive Director identify, engage and expand DCD's network of individual and Trusts & Foundations prospects who have the greatest propensity to support its mission.

Develop a deep understanding and appreciation of DCD's specific place within the sector and build peer networks across the cultural sector to solicit joint funding applications as appropriate.

Work with the Executive Director to develop and manage DCD's relationship with Arts Council England and reporting as applicable.

Working closely with DCD's Marketing and Communications Manager, develop a compelling narrative and case for support and ensure this is widely communicated to the charity's staff, volunteers and external stakeholders.

INDIVIDUAL GIVING

With support from the Executive Director, Trustees and Development Council, identify potential donors and develop personalised giving journeys to solicit regular gifts which reflect each donor's interest.

Lead on tailored fundraising campaigns to publicly raise the profile of DCD, increase and diversify the donor portfolio and develop a robust individual giving pipeline.

Create a varied and engaging stewardship programme for donors, increasing their loyalty and encouraging them to introduce new donors to the work of DCD.

Work closely with the Marketing and Communications Manager to engage with DCD's international alumni network, establishing regular giving and legacy prospects.

Establish a legacy giving programme from core supporters and alumni.

Create an innovative annual programme of intimate stewardship and larger fundraising events in line with DCD's development strategy.

TRUSTS AND FOUNDATIONS

Oversee the development of and be accountable for the continued growth and retention of Trusts and Foundations grants, to support DCD's activity and core costs.

Research and identify prospective funders and most appropriate approaches, creating compelling and tailored proposals to match their specifications in line with DCD needs, in order to maximise giving and secure multi-year gifts.

Chief relationship manager for Trusts and Foundations, providing the highest level of donor care, keeping trusts updated on the progress of their project and any developments within DCD, meeting their grant terms and submitting timely reports, including with assistance from DCD staff as required.

Work closely with Executive Director and Programme Managers to be fully cognisant of current and emerging services and projects and where possible create attractive funding packages around these.

Maintain a comprehensive schedule of individual trust requirements, prioritising workload around these.

COMPLIANCE AND REPORTING

Ensure all necessary systems, policies and procedures are in place to enable fundraising to be carried out efficiently, effectively and in a coordinated manner.

Be responsible for monitoring progress against targets and reporting to the Board, Audit & Risk Committee and Development Council on a quarterly basis.

In consultation with the Executive Director and Trustees review and refine the current terms of reference and co-establish clear objectives for the Development Council.

Ensure evaluation requirements are integrated into funded programmes from the outset and that reports are clear, concise, accurate and submitted to funders in a timely manner.

Ensure complete records of donors and prospects are captured accurately and tagged appropriately on the CRM system.

Maintain high standards in financial processes and record-keeping, including the administration of Gift Aid declarations, processing of payments and GDPR compliant records of personal data.

Maintain excellent knowledge of charitable and arts sector fundraising trends, regulation and compliance, disseminating information to staff and Trustees as appropriate.

OTHER

Adopt a creative, open mindset to explore new avenues of income streams and set fundraising targets and development expenditure with the Executive Director.

Develop Corporate Partnerships with companies, who share DCD's values, exploring mutually beneficial partnerships through bespoke projects i.e. mentors, advice services or work placements as appropriate (This work is anticipated to commence in April 2026).

Maintain a high profile for DCD by attending key events, including evening and networking functions, to identify new opportunities and build relationships with a range of stakeholders.

Collaborate with the Executive Director and Marketing and Communications Manager to develop advocacy papers and communications to government, funders and decision makers.

Refine and work within DCD's Ethical Fundraising Policy and government guidelines at all times, ensuring gifts are processed in accordance with charities SORP and conducting due diligence on potential donors as required.

Requirements of all DCD Staff

Creative, self-aware contributor to DCD, committed to the development of the charity.

Knowledge of arts sector and factors impacting performers' lives and careers.

Comply with DCD policies and all legal and statutory compliance/legislation, including the Code of Fundraising Practice and GDPR.

Role model exemplary behaviour and be an active, positive ambassador for DCD at all times.

Be able to work remotely and attend regular online and in-person meetings, as required.

Have a flexible approach to work to meet the needs of DCD, with a willingness to undertake other duties as reasonably requested by Executive Director.

Participate in DCD training, appraisal scheme and professional development opportunities as appropriate.

Person Specification

We would love to hear from you if you have the following skills and experience:

Creative thinker who can shape and implement a successful fundraising strategy.

Strong track record of increasing fundraised income in a sustainable manner.

Well networked with the ability to expand DCD's pool of donors and Trusts & Foundations.

Proven record of developing and implementing successful fundraising campaigns.

Developing robust, successful donor pipelines and personalised stewarding journeys.

Meticulous attention to detail in written communication, planning and reporting.

Excellent interpersonal skills with ability to engage with diverse stakeholders across multiple communication channels and make a compelling case for support.

Experience of giving platforms, gift aid reporting and managing data using CRM software to create targeted, segmented campaigns and mailings.

Thorough understanding of fundraising and regulation in the not-for-profit sector.

Image:
William Bracewell
Principal Dancer,
The Royal Ballet and
DCD Ambassador





Image:
Maiya Leeke
DCD EDI Working group member
Candoco Dance Company

Our preferred candidate will possess the following qualities and attributes:

A creative self-starter with the ability to prioritise and manage own workload.

Results orientated, focussed on DCD's strategic priorities and accomplishing targets.

Commitment to DCD's values and genuine enthusiasm for their charitable work.

Excellent people and communications skills with ability to collaborate effectively with colleagues and partners, whilst working remotely and in-person.

Committed to developing a company culture and promoting equality, diversity and inclusion.

Ability to prioritise work, be flexible and multi-task, to meet competing deadlines.

How to apply

To apply for this role please [click here](#) where you will be redirected to the BeApplied Platform. You will need to respond to five questions, upload your CV and complete the Equality, Diversity and Inclusion Monitoring questions to complete your application.

The deadline for applications is:
10am, 30 January 2024

Interviews will take place week commencing
5 February 2024

If you are interested in an informal, confidential conversation about the role or if a different application format is required, please contact Debbie Cowley, Admin and Data Manager by email: recruitment@thedcd.org.uk

Please note this email will not be monitored over the Christmas season from 15 December – 3 January.

Data Protection Act, 2018. The information that you provide as part of your application will be used in the selection process only. All information about you will be securely held and access restricted to colleagues directly involved in dealing with the selection process. Unless you are appointed your data will be kept for 6 months following the closing date and then destroyed. By signing and submitting your application and the selection monitoring questionnaire, you are giving your consent to your personal data being stored and processed by DCD.

[You can find our Privacy Notice here.](#)

Legal status: Dancers' Career Development is a company limited by guarantee registered in England and Wales (registered company number 10137622) and a registered charity (registered charity number 1168958) whose registered office is at Plouviez House, 19-20 Hatton Place, London EC1N 8RU.

DCD operates a Positive Action policy (Equality Act 2010) to better represent the dance communities we support and to reflect our wider society. DCD is an inclusive charity that believes diversity leads to better decision making. We positively encourage and welcome applications by people who identify from the Global Majority and/or people who identify as D/deaf, disabled and/or neurodivergent. Those who do and meet the essential criteria listed in the person specification will be guaranteed an interview.

We hope this pack contains all relevant information but please do take a look at [our website](#) and social media platforms for more information on DCD:

Instagram: @dcd_dancers

Facebook: dancerscareerdevelopment

Twitter: @dcd_dancers

We look forward to receiving your application

CONTACT

Debbie Cowley, Admin and Data Manager
recruitment@thedcd.org.uk



‘Dancers’ Career Development have been extremely supportive throughout my retraining. I think this organisation literally saves lives.’

DCD Supported Dancer

Plouviez House
19-20 Hatton Place
London EC1N 8RU

dancers@thedcd.org.uk
thedcd.org.uk

Image (back):
Constance Devernay
Scottish Ballet Principal
Photography: Graham Wylie

Image (front):
Northern Ballet dancers
Kenneth Tindall's 'The Architect'
Photography: Emma Kauldhar

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