



LEEDS PLAY HOUSE

HEAD OF PHILANTHROPY

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHERSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

[f](#) [i](#) @leedsplayhouse



WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.



THE ROLE

The Head of Philanthropy will lead on day-to-day fundraising across individual giving, memberships, appeals and campaigns for Leeds Playhouse. This role is central to building and sustaining a robust philanthropic programme, with a particular focus on developing a strong pipeline of mid- and high-level donors, cultivating and stewarding High Net Worth Individuals (HNWI), and driving engagement through compelling communications and events.

The post-holder will report to the Strategic Director of Fundraising & Development, deputising as required, and will line manage the Development Administrator. This role is predominantly based at Leeds Playhouse with some scope for hybrid working, complementing the Strategic Director role (a part-time role, mostly working remotely).

We are seeking an excellent communicator and strategic fundraiser who is creative, resilient, and highly motivated. The Head of Philanthropy will play a key role in shaping and delivering sustainable income growth through individual giving, and major donor engagement—ensuring our work is resourced for the long term.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- Work with the Strategic Director to build and deliver a Philanthropy and Individual Giving Strategy for Leeds Playhouse, ensuring alignment with organisational priorities.
- Deputise for the Strategic Director of Fundraising & Development as appropriate.
- Develop and deliver an engaging and sustainable Individual Giving programme, maximising income from memberships, regular donations, legacies, and major gifts.
- Lead on building and stewarding a pipeline of mid- and high-level donors, including the cultivation and engagement of HNWI.
- Design and deliver tailored fundraising appeals and campaigns to inspire new and existing supporters.
- Work collaboratively across the organisation, ensuring fundraising is embedded within the wider culture and supported by all departments.
- Work closely with the Head of Corporate Partnerships to ensure long-term support from corporate members and sponsors is maintained, maximised, and aligned with philanthropy activities.
- Work in collaboration with the Audiences directorate to ensure fundraising messages are effectively incorporated into brand communications, campaigns and Leeds Playhouse's public profile.
- Oversee donor communications, ensuring Leeds Playhouse maintains strong, long-term relationships through personalised engagement and consistent stewardship.
- Work collaboratively with colleagues to design and deliver a dynamic programme of supporter cultivation and stewardship events, with a focus on building networks and philanthropic engagement.
- Ensure accurate donor records, compliance with fundraising best practice, GDPR and the Fundraising Regulator's Code of Practice.

- Keep up to date with new fundraising trends, philanthropic behaviours, and sector developments, applying insight to strategy and delivery.
- Contribute to regular management reporting for board committees, directors and senior managers.

GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to your team in particular and the Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

KEY RELATIONSHIPS

The role of Head of Philanthropy is part of the Fundraising & Development department. You will manage the Development Administrator.

You will be managed by the Strategic Director of Fundraising and Development.

KEY INTERNAL RELATIONSHIPS

- Strategic Director of Fundraising & Development
- Development team
- Audiences directorate including Box Office and Front of House
- Enterprises department, including the Conference and Events Sales Manager and Food and Beverage Manager
- Playhouse Connect department
- Finance team
- Producing & Programming department
- HR & Learning department

KEY EXTERNAL RELATIONSHIPS

- Donors – at all levels
- Sponsors and corporate partners
- Key trusts and foundations contacts
- Public sector funders

PERSON SPECIFICATION

ESSENTIAL

If you do not demonstrate that you meet all these criteria, you may not be shortlisted:

- Substantial experience of developing and delivering individual giving and philanthropy strategies that generate significant income.
- Demonstrable experience of cultivating and stewarding mid- and high-level donors.
- Proven track record in devising and leading successful individual giving appeals and campaigns.
- Strong evidence of donor relationship management, including reporting and benefits delivery.
- Strong writing skills with ability to craft persuasive proposals, relationship management content and case statements.
- Experience of planning and delivering fundraising and cultivation events.
- Excellent management and leadership skills, including experience of managing fundraising teams and meeting income targets.
- Demonstrable understanding and compliance with fundraising regulations, GDPR and sector best practice.
- Excellent interpersonal and communication skills, with the ability to inspire and influence at multiple levels.
- High levels of organisation, creativity and problem-solving ability.
- A passion for culture, with a strong appreciation of the role of philanthropy in the arts.
- Proactive and ambitious, with the ability to work autonomously and collaboratively.
- Demonstrable commitment to equality, diversity and inclusion.
- Experience in setting and monitoring budgets.

DESIRABLE

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Experience with digital campaigns, including multimedia storytelling.
- Experience in a similar arts/heritage/museum/theatre context; knowledge of arts policy or ACE funding.
- Experience developing and implementing fundraising strategies.
- Experience in arts/culture fundraising; experience with legacy giving, complex gifts (e.g. in kind, multi-year pledges).
- Experience securing major gifts from individuals and family foundations.
- Experience managing budgets, events and working with board/trustees.
- Experience conducting due diligence on prospective donors and gifts, aligned with an organisation's gift acceptance policy, including consideration of legal, reputational, tax or ethical risk.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a permanent contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

SALARY

£35,700 per year.

HOURS

We would like to fill a requirement for 35 hours per week, which is full-time for this role, with some flexibility to work evenings and weekends when required. However, we are open to hearing from people interested in part-time work or job sharing.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

PROBATIONARY PERIOD

12 weeks.

NOTICE PERIOD

4 weeks. 1 week during probation period.

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

As part of our commitment to flexible working, we may permit or require you to work from home (or from outside our buildings) on occasion.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution, if eligible.

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

HOW TO APPLY

TO FIND OUT MORE, PLEASE CONTACT KATH RUSSELL, STRATEGIC DIRECTOR OF FUNDRAISING & DEVELOPMENT, AT kath.russell@leedsplayhouse.org.uk.

PHOTOGRAPHY CREDITS

All photographs are copyright Leeds Playhouse unless otherwise stated.

Cover: *A Raisin In The Sun*, photography by Ikin Yum; *Charlie and the Chocolate Factory – The Musical*, photography by Johan Persson; *Hedwig and Angry Inch*, photography by The Other Richard; *My Fair Lady*, photography by Pamela Raith; *Macbeth*, photography by Kirsten McTernan; *Here You Come Again*, photography by Hugo Glendinning; *The Importance of Being Earnest*, photography by Mark Senior; *A Little Night Music*, photography by Tristan Kenton; *A Passionate Woman*, photography by Marc Brenner; *Lord Of the Flies*, photography by Robling Pix

Page 1: *The Lion, The Witch and the Wardrobe*, photography by Brinkhoff/Mögenburg; *I Wanna Be Yours*, photography by Robling Pix; *In Dreams*, photography by Pamela Raith
Page 2: *Oliver!*, photography by Robling Pix
Page 3: *Wendy & Peter Pan*, photography by Marc Branner
Page 10: *My Fair Lady*, photography by Pamela Raith
Page 12: *The Lives We Carry* at Furnace Festival, photography by Steffi Njoya

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page listing. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

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leedsplayhouse.org.uk
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