



Royal Albert Hall

Information for Candidates

Head of Philanthropy Recruitment Pack





Welcome

From Darranda Rowswell, Director of Development

We are recruiting a Head of Philanthropy to take the Hall's philanthropic fundraising activity from strength to strength while playing an instrumental role in taking the department to the next stage of our development during an exciting period of growth.

We have a new vision for the organisation that drives an astonishing programme of high-profile performances across classical music, rock and pop, national events and the spoken word, creating breathtaking moments and lasting memories for everyone – as well as some unforgettable stewardship opportunities!

The new vision also has at its heart the development of our hugely successful, and expanding, outreach programme, supporting emerging artists and engaging the community.

Finally, we have plans for a significant and pioneering capital programme, impacting on almost every part of the building through an extended programme of work.

An appeal to support this will be launching shortly, raising the money to ensure the Hall remains a much-loved venue for both audiences and artists alike long into the future. We are seeking a Head of Philanthropy to enable these ambitious plans to become a reality.

The Royal Albert Hall has a distinctive governance structure and commercial model, unlike most other cultural institutions. While this can sometimes be complex and might occasionally attract public attention, it also creates a uniquely dynamic and rewarding environment. As Head of Philanthropy, you'll have the opportunity to navigate these complexities, build meaningful relationships with donors, and deliver transformative fundraising results. It's an exciting challenge, and if it sparks your interest, we'd love to hear from you.

Successful candidates will be joining a small but dynamic team who are bringing creative thinking, passion and energy to taking the Hall's philanthropic support to the next level.



Royal Albert Hall

A history dating back to 1871

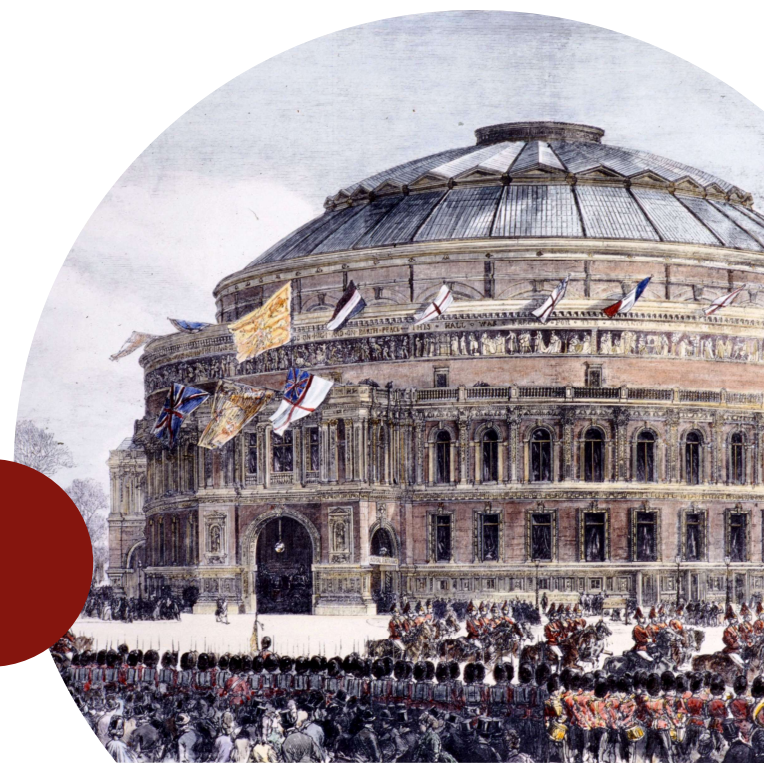
On 29 March 1871, Queen Victoria, following the untimely death of her beloved Consort, Prince Albert, opened the Royal Albert Hall. She was overcome with emotion at the realisation of her husband's vision and was unable to speak.

Since then, we have become the world's village hall, known and loved across the globe for events and moments in history that have, in many cases, shaped the nation and in doing so, realised Albert's vision.

More than a concert hall, we are also a home for those who dream of making the world a better place.

We hosted 25 suffrage meetings, and numerous great patriotic rallies in support of the armed forces. Sir Winston Churchill, the Dalai Lama, Emmeline Pankhurst, Stonewall, Nelson Mandela, the Royal family and world leaders have graced our auditorium. History is played out on our stage.

The Royal Albert Hall may be over 150 years old, but we have more history to make, and you could help us write it.





Engagement

Our public benefit work is of paramount importance to us and features most prominently through our inclusive and ground-breaking Engagement programme.

As a charity, the Royal Albert Hall believes in providing an Engagement programme that aims to enrich people's lives and offer fairer access to the arts. The programme is divided into 3 main strands of activity:

- **Engaging with Music**
- **Supporting Communities**
- **Discovering Careers**

and all of our projects and events:

- **Offer a subsidised or free programme of arts activity**
- **Enable specific groups to access the Hall in a way that suits them**
- **Are informed by inclusive practice**
- **Involve collaborative working with specialist partner organisations**
- **Take inspiration from the Hall's architecture, history & events**

“Our Engagement programme includes concerts in care homes, schools' workshops, careers masterclasses, Relaxed performances and much more.”





Equality, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for future, and we know we can do more.

Diversity was one of the five key strategic objectives agreed for our five-year business plan in August 2019. This means that it is right at the heart of our planning for the future, and we will have an action plan to underpin this. Equality, Diversity and Inclusion is part of our mandatory training, and we have a committee, set up in 2018 which has representation from staff across all departments, levels and represents the nine protected characteristics.

“I want to use the Hall’s platform to champion and highlight a diverse mix of performers and attract staff and audiences that truly reflect modern Britain”

- James Ainscough, CEO





Equality, Diversity and Inclusion

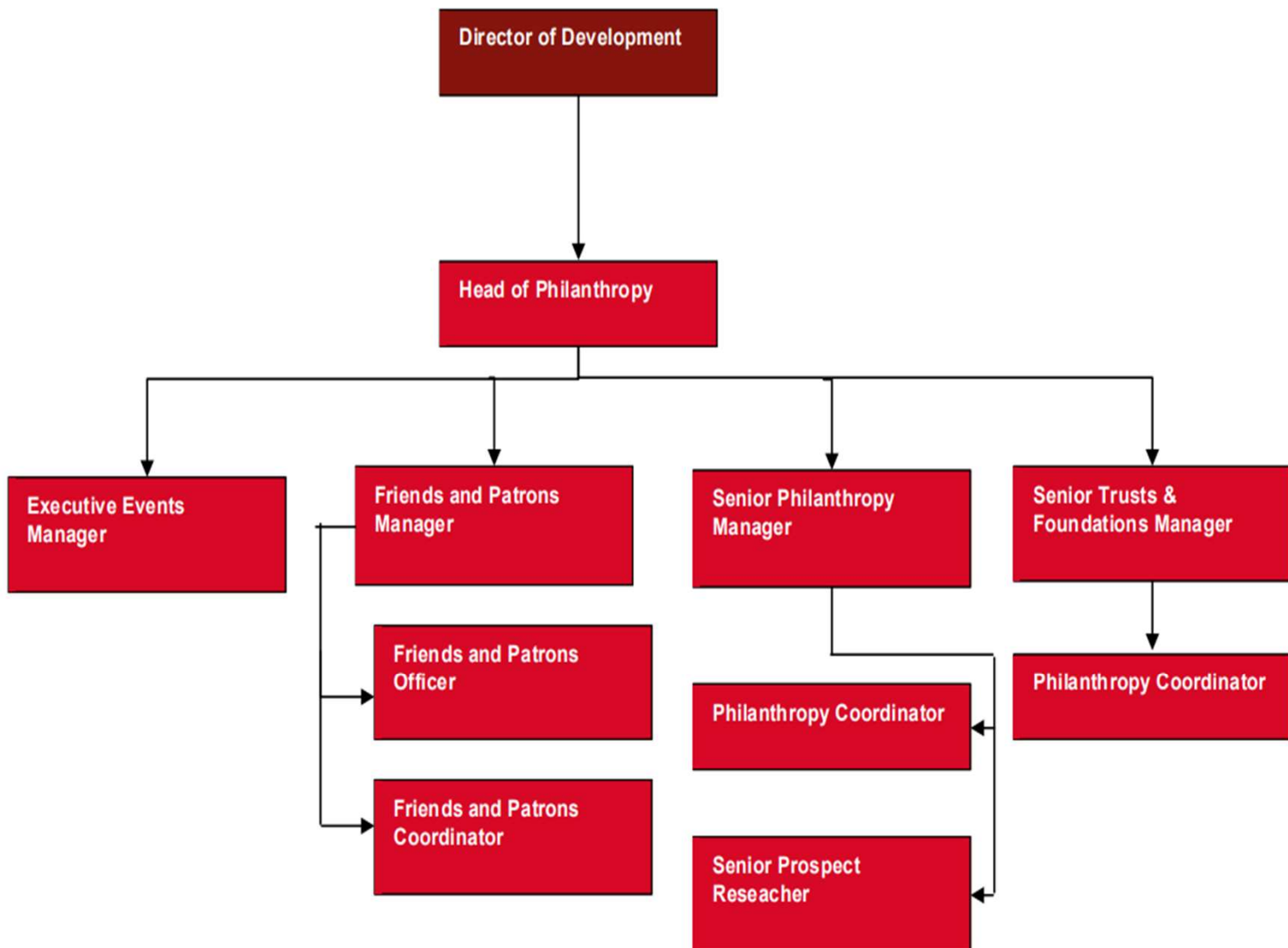
We are committing to:

- Programming more events with diverse artists and to making our platforms available to black voices – both on the stage and on digital channels.
- Ensuring that our archives and our tours properly represent the Hall's rich and diverse history and we are refreshing our diversity training for our leadership team and trustees.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.





Philanthropy organogram





Who we are and our vision

WHO WE ARE

Since we opened our doors in 1871, the Royal Albert Hall has been home to the world's leading figures in music, dance, entertainment and conversation. From the Suffragettes to Stormzy, Elgar to Einstein, the Beatles to Bassey... icons grace our stage.

A charity known and loved across the globe, we are home to dreams and determination, contemplation and celebration – bringing people together to lift their spirits and inspire. Every year nearly 2 million people enjoy unforgettable experiences in our spectacular building, with millions more joining us online and through broadcast worldwide.

We are home to the future – working tirelessly to enable talent to thrive. We embrace change as well as tradition, inviting the new, the radical and the bold. We are open to all, a committed force for good, connecting people and communities.

OUR VISION

Our vision is for the Royal Albert Hall to be the home of breathtaking moments and lasting memories, for everyone.

Together, we create the amazing.



Job description

Role: Head of Philanthropy

Location: Royal Albert Hall

Salary: £75,000 - £80,000 per annum

Working hours: 35 hours per week, 9am-5pm Mon to Fri

Reports to: Director of Development

Direct reports: Senior Trusts & Foundations Manager, Senior Philanthropy Manager, Friends and Patrons Manager, Executive Events Manager

For over 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.



Job description

HOW DOES THE PHILANTHROPY TEAM DELIVER THE VISION?

Raising philanthropic income for the Royal Albert Hall to invest in the Grade I listed building, provide a pioneering community Engagement programme, nurture tomorrow's artists and make our extraordinary building open to as many people as possible.

HOW DOES MY ROLE FIT IN? AND WHAT DOES SUCCESS LOOK LIKE?

As Head of Philanthropy, you will lead the Royal Albert Hall's philanthropic efforts, driving a strategy that focuses on growing key income streams, supporting an ambitious capital campaign, and managing a talented, motivated team.

The capital campaign will modernise and enhance the Hall's historic Grade I listed building, making it fit for the future while preserving its unique charm. As the Hall's fundraising evolves, this campaign will require a bold approach to expanding the donor base, cultivating new prospects, and securing transformational gifts, offering the chance to make a tangible impact on one of the world's most iconic venues.

Philanthropy is important to the Hall's operations, and your leadership will be instrumental in maintaining relationships with key supporters and senior contacts while developing new sources of voluntary income nationally and internationally. In addition to established income streams—such as major donors, trusts and foundations, and the Friends & Patrons programme—you will spearhead efforts to engage new supporters and maximise opportunities arising from the campaign.

Success in this role will come from your ability to lead and inspire your team, build and steward high-value donor relationships, and deliver significant growth in philanthropic income. By contributing directly to the capital campaign's success, you will help shape the future of a globally celebrated cultural institution, ensuring it continues to inspire and connect audiences for generations to come.



WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING

Key accountabilities	Key activities/decision areas
1). Income generation	<ul style="list-style-type: none"> • Work with the team to deliver against agreed fundraising targets spanning major donor, trusts and foundations, philanthropic events and public fundraising to drive voluntary income for the capital campaign, Engagement programmes and the Hall in general • Play a pivotal role in helping to launch the capital campaign, using a compelling case for support to build momentum • Oversee and refine fundraising processes, KPIs and cultivation plans to ensure sustained income growth across the various streams • Personally, and through the work of the team, steward and solicit major donors, cultivating long-term relationships while identifying and pursuing new prospects nationally and internationally • Manage the team’s budget by leading the annual budgeting and reforecasting of Philanthropy income and departmental expenditure, providing updates and reports as required to Finance, the Director and other members of the Executive Team
2). Team management	<ul style="list-style-type: none"> • Lead and develop a team of talented fundraisers, across the income streams • Coach, mentor, and support the team to achieve its goals, fostering a collaborative, high-performing environment • Lead by example with positive behaviour, inspiring the highest standards of working • Deal with any performance issues and provide feedback through regular catchups
3). Stakeholder management	<ul style="list-style-type: none"> • Drive results through external stakeholders by either leading on or supporting their activities such as presenting, compiling reports and securing donations. This includes but is not limited to major donors, the Philanthropy Board, Royal Albert Hall America, Development Committee and Royal Albert Hall Trust



WHAT SKILLS AND EXPERIENCE THE ROLE HOLDER WILL HAVE

<u>Qualifications and Experience</u>	
Criteria	Requirement (Essential or Desirable)
Significant expertise in major donor fundraising, including building relationships with high-net-worth individuals and securing six-figure+ gifts.	Essential
Experience of managing established fundraising specialists, through a coaching leadership style that fosters growth, supports newly promoted team members, and enables staff to excel.	Essential
Proven ability to devise and deliver fundraising strategies across multiple streams, including trusts and foundations, Friends & Patrons schemes, and philanthropic events.	Essential
Experience of having strategic oversight of pipeline management, with the ability to identify structures and processes for improvement and implement effective solutions	Essential
Experience of developing and reviewing cases for support, aligning them with donor motivations and appeal priorities	Essential
Strategic and operational expertise, including setting and achieving financial targets	Essential
Experience of international fundraising, preferably in America	Desirable



<u>Skills and Attributes</u>	
Criteria	Requirement (Essential or Desirable)
Strong cultivation and process planning skills, ensuring the team maintains a robust pipeline, is on top of prospect cultivation plans, and responds nimbly to opportunities	Essential
Proficient in setting and monitoring KPIs, ensuring performance aligns with ambitious targets and strategic goals	Essential

<u>Behavioural attributes</u>	
Criteria	Requirement (Essential or Desirable)
Strong communication, negotiation, and influencing skills, with the gravitas to engage senior stakeholders	Essential
The ability to connect with and inspire a diverse range of donor motivations.	Essential

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. The role holder may be expected to undertake other duties that are commensurate with this role

THE FIRST SIX MONTHS

During your 6-month probationary period, our focus is on setting you up for success, so we will invest in giving you skills and knowledge to perform your role. It is also vital that you build an understanding of our unique working environment, intimately tied to our Grade 1 listed building and that you, immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over 150 years and where legends have performed on our stage, building strong relationships through face-to-face interactions with your line manager, engaging in relevant in person training and investing quality time with colleagues and peers to foster strong working connections and where possible attending social events. Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start.



Application

Thank you for your interest in working at the Royal Albert Hall.

The Royal Albert Hall is working with Ed Cherry at QuarterFive to recruit for this role. To download a full candidate brief which contains details on how to apply please visit: [Head of Philanthropy - QuarterFive: Charity Fundraising Recruitment Agency](#)

For an informal chat and support with your application, please contact: ed@quarterfive.co.uk

If you need any adjustments to take part in the recruitment process or would like the job pack in a different format, please contact Ed directly.

Provisional dates for interviews are:

First round: - w/c 3 February 2025

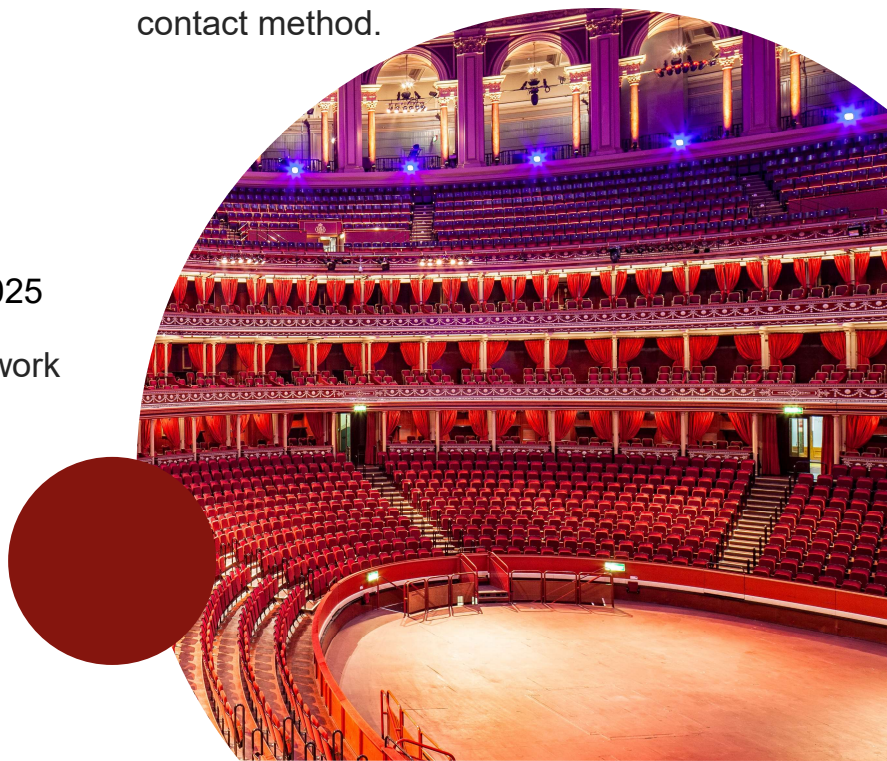
Second round: - w/c 10 February 2025

All applicants must have the right to work in the UK without the need for sponsorship. The closing date for applications is 12pm on Wednesday 22 January 2025.

The Royal Albert Hall is a registered charity (no. 254543) and strives to be an equal opportunities employer.

The Royal Albert Hall is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply. If you believe you need a 'reasonable adjustment' with the recruitment process, then please email the People and Culture team via peopleandculture@royalalberthall.com.

Please state 'Request for Reasonable Adjustments' in the email subject header and provide details of your preferred contact method.





Staff Benefits

Our commitment to you

We fully recognise that our people are our greatest asset and play a role as active ambassadors for the Hall. In recognition of your commitment and in support of the work that you do, we want to share with You the portfolio of health, wellbeing and staff benefits that are available to you as a staff member.



Annual Leave

Entitlement is 25 days per year, with the opportunity to buy or sell up to five days holiday per calendar year.



Personal development

Development is really important to us and there are a variety of options available to staff at the Hall.



Family leave

We offer enhanced pay during maternity, paternity and shared parental leave.

Care first

Employee assistance programme

Care First offers support, information, expert advice and specialist counselling to help you when you need it.



Cycle to work scheme

This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.



Life assurance

This is 6 x your basic salary.



Interest free season ticket loan

We pay for the ticket, and you repay the money out of your monthly salary.



Employee discounts scheme

From groceries to wellness products, travel and more, with our employee discount scheme you can start saving more money right away, on things you're already buying using our Backstage portal.



Wellbeing

We take the health and wellbeing of our staff at the Hall seriously. We have a dedicated Wellbeing Committee and Mental Health First Aiders. Well-being sessions are run throughout the year, some of the recent sessions run included Menopause and Emotional resilience training.



Pension

When you join us, we'll automatically enrol you into our pension scheme. You will have the option to join our stakeholder pension scheme after 6 months service and successful completion of your probation at six months.



Complimentary tickets

Following three months continuous service, you will be eligible to apply for complimentary tickets to performances within the auditorium at the Hall.



Staff canteen

Our canteen offers free hot and cold meals, including vegetarian options to staff whilst at work.



