



Royal Albert Hall

Information for Candidates

# Recruitment Pack

**Senior Philanthropy Manager  
(Maternity Cover)**





# Welcome

**From *Jessica Dallyn, Interim Head of Philanthropy***

Our talented Senior Philanthropy Manager is going on maternity leave, so we are looking for an experienced relationship fundraiser, for 12-15 months, to drive forward our pipeline growth, secure five and six figure donations and line manage the Philanthropy Co-ordinator and the Senior Prospect Researcher.

We have a 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 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. We have recently launched an appeal to support this work and so there will be opportunities to work with the Development Director to seek capital funds for the appeal.

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 Senior Philanthropy Manager – Maternity Cover, you'll need 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.



# Introducing the Royal Albert Hall

The Royal Albert Hall is an iconic venue and a registered charity, held in trust for the nation.

Our charitable purpose is to:

- Promote the Arts and Sciences
- Preserve and enhance our Grade I listed building

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.





# Our Strategic Objectives

**We have four Strategic Objectives that will help us achieve our Vision:**

1. Driving progress on the Hall's Vision to be a home for everyone – artists and audiences
2. Generating funds for the Estate Plan and other projects
3. Investing in people and systems
4. Building the Hall's reputation as a Force For Good:
  - A Home For Everyone – Equity, Diversity and Inclusion
  - A Home For Thriving Creativity – Engagement and wellbeing
  - A Home For a Sustainable Future – Towards net-zero and biodiversity.





# Equity, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all.

We want everyone to feel that the Royal Albert Hall is a place for them, where they truly belong. To do this, diversity and inclusion must be built into everything that we do, so that it's a part of who we are. We want our programme, staff and audiences to be reflective of London and to celebrate the diversity of the communities that we serve. So we look to recruit colleagues who support these ambitions and values.

We aim to be a force for good, and we know that what we programme on our stage has the power to shift and change mindsets. We are increasing the number of global majority headliners and younger performers at the Royal Albert Hall. And we are creating new opportunities for diverse participants across the Hall team.

“I want the Hall to champion a diverse array of performers, and to attract staff and audiences that truly reflect modern Britain. There is much still to do, but we are working hard to ensure the Hall is a home for everyone.”

- James Ainscough OBE, Chief Executive





# Equity, Diversity and Inclusion

We are committed to:

- Providing training on inclusivity to all staff.
- Implementing a structured and transparent framework for talent management and promotion to drive consistency, equity, and strategic workforce development.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.
- Leverage data-driven insights from staff engagement and pulse surveys to inform and deliver targeted interventions that cultivate a sense of belonging and high-performing team cultures.
- Establishing end-to-end reasonable adjustments processes that proactively support accessibility and inclusivity for all employees and visitors.
- Strengthening the Hall's mental health and wellbeing agenda by expanding support mechanisms and resources aligned with evolving staff and visitor needs.
- Working with our EDI staff working group to champion our initiatives. By collaborating with this group, we'll ensure our team understands and actively supports our commitment to Equity, Diversity, and Inclusion.
- Ensuring that our tours and archive properly represent the Hall's rich and diverse history.





BBC  
Proms

BBC  
Proms



# Job description

**Role:** Senior Philanthropy Manager – Maternity Cover

**Location:** Royal Albert Hall

**Salary:** £58,700 per annum

**Working hours:** 35 hours per week

**Reports to:** Head of Philanthropy

**Contract:** Fixed Term 12-15 months

**Direct reports:** Senior Prospect Researcher; Philanthropy Coordinator

## How does the Philanthropy team deliver the Hall's Vision?

Raising voluntary 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 this role fit into the structure/team? And what does success look like?

Raising voluntary 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.



## The Role

The Hall does not receive regular funding from the UK Government. Our income is generated from ticket sales, commercial activities (including bars and restaurants) and generous support from philanthropic donations.

We are now seeking an experienced and skilled Senior Philanthropy Manager to play a key role in the Hall's future ambitions.

The Hall is in the early stages of a Capital Campaign and has major ambitions for investment in our Grade I listed Victorian building as well as increasing accessibility and sustainability.

Income raised from individuals will be vital for the Hall, for the success of our capital plans and all other aspects of supporting the Hall and its operations. The Senior Philanthropy Manager will primarily be focused on generating funds from high value individuals, through major gifts, mid value gifts and legacies, to support these goals.

The postholder will develop and review the strategy for stewarding individuals into making major gifts and maximising the income generated from them.

The Senior Philanthropy Manager reports to the Head of Philanthropy and has line management responsibility for a Philanthropy Coordinator and the Senior Prospect Researcher. They will also work closely with other development colleagues who focus on the Hall's Friends and Patrons programmes, Trust and Foundation approaches and Events.

This is an exciting and significant time to join the Royal Albert Hall and the successful candidate will be part of the dynamic Philanthropy team lead by the Director of Development.



Key accountabilities	Key activities/decision areas
<b>1). Fundraising expertise</b>	<ul style="list-style-type: none"><li>• Develop a clear understanding of the Royal Albert Hall's charitable objectives.</li><li>• Develop long lasting relationships with key stakeholders, ensuring efficient reporting and cultivation, which would include hosting them at meetings and events on behalf of the Royal Albert Hall.</li><li>• Implement a strategy for raising income from major donors, in accordance with the Hall's business plan, both for the Hall generally and for specific projects (such as the Engagement Programme and Capital Appeal).</li><li>• Meet engagement and development targets, with particular focus on the annual income targets.</li></ul>
<b>2). Strong communications</b>	<ul style="list-style-type: none"><li>• Prepare and present compelling cases for support to secure transformational restricted and unrestricted donations from a broad range of major donors.</li><li>• Develop strong internal relationships at the Hall and with a wide range of stakeholders.</li></ul>
<b>3). Strategic leader</b>	<ul style="list-style-type: none"><li>• Help to support and develop the Hall's approach to legacy fundraising.</li><li>• Devise an engaging mid value donor programme.</li><li>• Devise and implement a proactive research strategy to identify potential major donors and develop an engagement pipeline.</li><li>• Manage budgets and monitor income against ambitious targets, work to deadlines and communicate effectively with colleagues and grant makers.</li><li>• Line manage the Senior Prospect Researcher and Philanthropy Coordinator.</li></ul>



## Qualifications and Experience

Criteria	Requirement
Proven track record of securing and managing high value donations from individuals.	Essential
Extensive experience in individual giving, ideally within an arts and culture or heritage organisation	Desirable
Experience in fundraising for a Capital Campaign.	Desirable
A sophisticated approach and confidence in building and maintaining relationships with a wide variety of stakeholders and of working in complex institutions.	Essential
Proactive attitude and experience of working with initiative and demonstrating control over individual areas of responsibility.	Essential
Experience with Tessitura or similar database systems.	Essential
An understanding and knowledge of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018).	Essential

## Skills and Abilities

Criteria	Requirement
Excellent communication and social skills with the ability to interact with a wide range of stakeholders in various settings, including at meetings and when hosting guest during events at the Hall.	Essential
Ability to work under pressure and organise and prioritise workload.	Essential
A team player who leads by example and works collaboratively not just with their own team, but across different departments.	Essential
Excellent verbal and written skills.	Essential
Shows pride and passion in all that they do.	Desirable
A creative flare to stimulate thought and develop new ways to achieve results.	Desirable
Flexible and adaptable attitude.	Essential



*The job description above 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.*

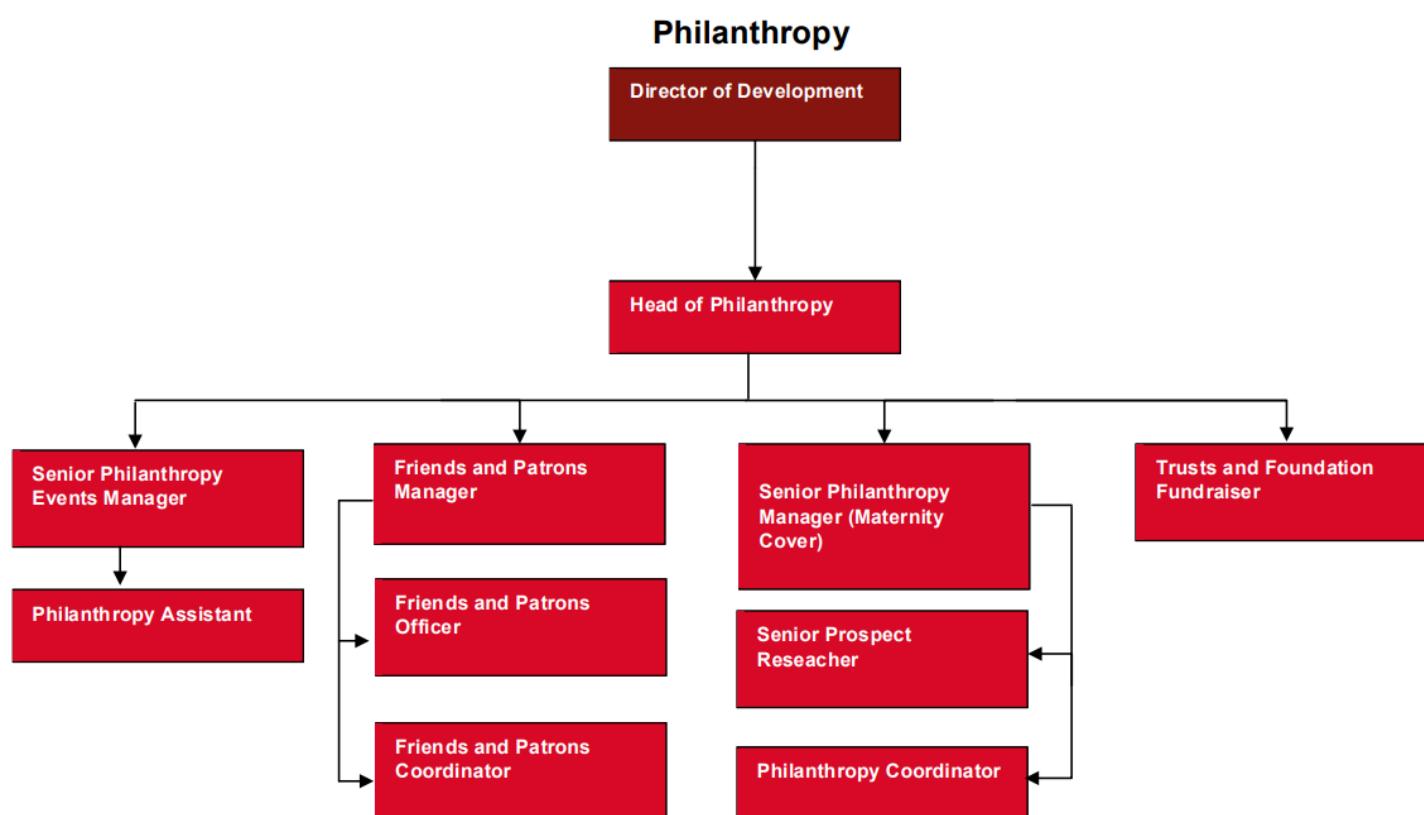
**Note:**

*Essential criteria refer to the minimum skills, abilities, knowledge, experience, and professional qualifications required for the role. These are non-negotiable and individuals who do not meet these basic requirements cannot undertake all the duties required for this role.*

*Desirable criteria are those that are important, but not essential for an individual to perform the duties of the role. They are criteria that an individual can develop while they are in post through training and other developmental type activities.*



# Department chart





## Your 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 I listed building, and that you immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over more than 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 events.

Embracing your team's working pattern, which includes evenings and weekends, is essential to ensuring a smooth transition and a successful start. The magic happens in our building, so it's vital that you have a regular on-site presence to support us in creating the amazing.



# Application

Thank you for your interest in working at the Royal Albert Hall. We have collaborated with AAW to apply for this vacancy. Please send your CV and cover letter to Samantha Olivares at [samantha@aawpartnership.com](mailto:samantha@aawpartnership.com).

[Vacancy Search Results - Royal Albert Hall](#)

Provisional dates for interviews are:

**First round interviews:**

Interviews will be held soon thereafter.

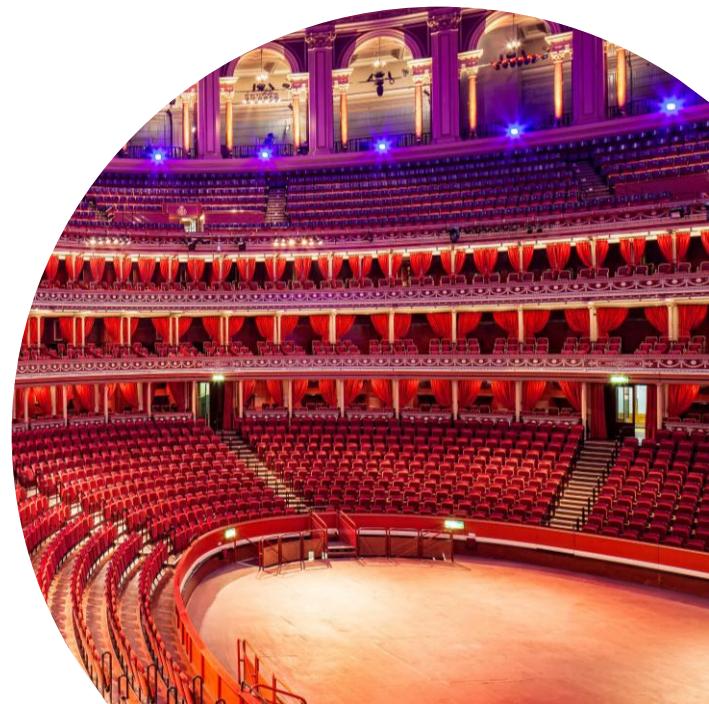
**Second round interviews:**

To be confirmed

The closing date for applications is 12pm on Friday 30 January 2026. We have the right to close the vacancy earlier if a suitable candidate is appointed.

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](mailto: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

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, these are the 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.



### Life assurance

This is 6 x your basic salary.

### Care first

#### Employee assistance programme

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

### Aviva DigiCare+

#### Mental health and wellbeing app

Access to expert care and tailored resources – helping you stay well and feel supported.



### 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.



## 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.





Royal Albert Hall  
[royalalberthall.com](http://royalalberthall.com)

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