

Citizens Theatre

Job Description

Role:	Development Director
Responsible to:	Artistic Director & Executive Director
Responsible for:	Development Managers, Development Officers
Key relationships:	Board of Directors, Senior Management Team

Purpose of the Role:

The Development Director is a senior leader within the Citizens Theatre, responsible for the creation and delivery of the Citizens Theatre's fundraising strategy and accountable for achieving agreed philanthropic income targets.

The Development Director leads a programme of fundraising across trusts and foundations, statutory funders, individual giving, major donors, corporate partnerships and other philanthropic opportunities. They develop strong, long-term relationships with funders and supporters and personally lead the theatre's most significant fundraising relationships. They lead and develop the fundraising team, ensuring there are appropriate systems, skills and capacity to deliver agreed income targets.

As a member of the Senior Management Team, the Development Director will work closely with the Executive Director, Artistic Director and other senior colleagues to ensure that fundraising is fully integrated into the organisation's strategy, programme and financial planning. A key part of the role is to develop a culture of philanthropy across Citizens Theatre, ensuring fundraising is understood and supported across the organisation, and that the Board, senior team and colleagues are appropriately engaged in achieving our fundraising ambitions.

This is a strategic and relationship-led role. The successful candidate will be comfortable working with the Board and senior colleagues while also taking on a hands-on approach to developing significant funding and donor relationships.

Responsibilities:

Strategic Leadership

- Contribute to the strategic leadership and overall direction of the Citizens Theatre as a member of the Senior Management Team.
- Work with the Executive Director and Chair to develop an effective role for the Board in supporting fundraising.
- Attend and contribute to Board meetings, providing regular analysis and reporting on fundraising performance.
- Act as an ambassador for Citizens Theatre, representing the organisation externally with stakeholders.
- Work collaboratively with colleagues across the organisation to identify and develop fundraising opportunities.

Fundraising Strategy and Income

- Lead the development, implementation and regular review of the Citizens Theatre fundraising strategy, and advise the Executive Director, Board and Senior Management Team on fundraising opportunities and investment.
- Set, with the Executive Director and Senior Management Team, ambitious and achievable fundraising income targets aligned with the organisation's artistic, participation, commercial, organisational and financial plans.
- Take overall responsibility for the fundraising pipeline, income forecast and achievement of fundraising targets.
- Develop a balanced and sustainable portfolio of fundraising income across trusts and foundations, statutory funding, individuals, major donors, corporate partners and other sources.
- Identify opportunities to grow and diversify philanthropic income and develop new sources of support.

Major donors and individual giving

- Lead the Citizens Theatre approach to individual giving and major donor fundraising.
- Personally develop and steward relationships with the theatre's most significant current and prospective supporters.
- Work closely with the Executive Director, Chair, Board and other senior colleagues to identify, cultivate and solicit major gifts.
- Develop cultivation and stewardship programmes that build long-term relationships with supporters.
- Develop compelling cases for support that communicate the impact and ambition of the Citizens Theatre.
- Create meaningful opportunities for donors and supporters to engage with the theatre, its artists, audiences and communities.

Trusts, foundations and other statutory funding

- Lead the strategy for trusts, foundations and statutory fundraising and develop strong relationships with key funders.
- Oversee the development of high-quality applications, proposals and reports.
- Work with programme and delivery colleagues to develop strong and compelling funding propositions.
- Ensure funder relationships are appropriately managed and stewarded, and that commitments are delivered and reported effectively.
- Identify opportunities for multi-year and strategic funding relationships.

Corporate partnerships and other philanthropic income

- Develop the Citizens Theatre's approach to corporate fundraising, sponsorship and partnerships.
- Identify and develop relationships with businesses and other potential partners whose interests align with the theatre's work and ambitions.
- Work with colleagues to develop compelling partnership propositions and opportunities.
- Identify new opportunities for philanthropic support and advise the SMT on their potential value and implications.

Governance, compliance and risk

- Ensure fundraising activity complies with relevant legislation, regulation, professional standards and internal policies.
- Ensure appropriate arrangements are in place for donor due diligence, gift acceptance, data protection and fundraising records, and identify, manage and report fundraising risks.
- Work with the Finance Department to ensure accurate income reporting and ensure restricted funds are appropriately recorded.
- Maintain high standards of integrity, transparency and good practice in all fundraising activity.

Leadership & Management

- Lead, manage and develop the fundraising team, creating a collaborative, supportive and high-performing culture.
- Set clear priorities, objectives and income targets for the team, and ensure they have the skills, resources, systems and support to achieve these targets.
- Develop effective fundraising processes, systems and reporting arrangements, and use data insight and evidence to inform decisions and identify opportunities for improvement.
- Support the development of fundraising skills and understanding across the wider organisation.

Senior Management Responsibilities

- Contribute to the collective leadership of the organisation and support the delivery of its strategic vision.
- Work collaboratively with colleagues to support artistic, operational, and community programmes.
- Promote transparency, accountability, and effective communication across the organisation.

- Model the organisation's values and behaviours through leadership and decision-making.
- Support the development of a positive, inclusive, and supportive workplace culture.
- Contribute to organisational planning, risk management, and performance monitoring.
- Represent the organisation where appropriate with partners, funders, and stakeholders.
- Support cross-departmental collaboration and organisational learning.

Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors to the Citz
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business.

Person Specification:

Essential

- Significant experience of developing and delivering successful fundraising strategies.
- Proven track record of securing significant income from trusts and foundations, major donors, individual giving and corporate partnerships.
- Experience of personally developing and managing senior-level donor and funder relationships.
- Experience of leading and developing a fundraising team, with the ability to inspire, support and develop staff.
- Strong financial and commercial acumen, including budget setting and management, targets and pipelines.
- Experience of working effectively with Boards, trustees and senior leadership teams.
- Strong understanding of fundraising regulation, charity governance and data protection.
- Excellent relationship-building, negotiation and influencing skills, and confidence to work with major stakeholders.
- Excellent written and verbal communication skills, with the ability to develop compelling cases for support.
- Strong strategic and analytical skills, and the ability to translate organisational ambitions into achievable targets.
- A creative and entrepreneurial approach to identifying fundraising opportunities.
- Ability to manage complex workloads and prioritise effectively in a fast-paced environment.
- People management skills, and the ability to work collaboratively across an organisation and bring people with you.

Desirable

- Experience working within a senior leadership or executive team.
- Experience of working in the arts, culture or charitable sector.
- Understanding of the Scottish cultural funding environment.

Terms & Conditions

Contract type: Permanent, either full time (1.0 FTE) or part time (0.8 FTE)

Salary: £52,000-£55,000 per annum (pro rata - £41,600 - £44,000 actual for 0.8 FTE contract)

Hours:	Your normal hours of work will be 35 hours per week (28 hours pw for 0.8 FTE), Monday to Thursday/Friday, and such additional hours as are necessary for the proper performance of your duties. You are expected to offer reasonable flexibility in your working arrangements where it is considered necessary to undertake your duties and in the interests of the theatre, which may include evenings and weekends.
Overtime:	No overtime payments are available.
Holiday:	34 days per year (pro rata), inclusive of public holidays
Pension:	The Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%)
Probation:	This post is subject to a three-month probationary period
Notice period:	2 weeks during probation; 3 months thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS. It is expected that most work will be delivered on site, however some remote working may be possible in line with company policies.

Benefits:

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

How to apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citiz.co.uk and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team, and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure, and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

Please send your CV and cover letter (two pages max) by email to: recruitment@citiz.co.uk.

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).

If you require an alternative way to make your application, please contact recruitment@citiz.co.uk to discuss a suitable format.

Deadline for applications:	Tuesday 17 November 2026, 10am
First Interview:	Wednesday 25 November 2026 (may be subject to change, in person)
Second Interview:	Thursday 26 November 2026 (may be subject to change, in person)

All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.