

CREATING
EXTRAORDINARY
DANCE

PHOENIX
DANCE
THEATRE

Phoenix Dance Theatre
Head of Fundraising
September 2025



Phoenix Dance Theatre is seeking a Head of Fundraising to develop and drive the fundraising strategy for the company and to oversee all fundraising activity. The successful candidate will work innovatively to generate new sources of income for Phoenix as we continue to deliver on our bold strategic objectives.

We are looking for someone who can grow with us, a creative self-starter, with enthusiasm, imagination and resilience. Working closely with our CEO, you will secure funds for our world-renowned artistic delivery and our award-winning learning and development work. You will lead on all fundraising activity, including trust applications, securing corporate sponsors, developing a major donor programme, building out our regular giving/membership scheme, and rolling out a stewardship and recognition programme. The role is very varied, and we are looking for a fundraiser who is attracted to the breadth, diversity and opportunity of this role.

This is an exciting opportunity for a highly skilled fundraiser with a background in either corporate, major gifts, trusts or community fundraising. Equally important is the drive to work in a creative, integrated and forward-looking charity. We are proud of our heritage as a Black British dance company and are particularly keen to receive applications from Black candidates and those from other global majority backgrounds.

Salary: £41,500

Hours: 28 hours/four days – 35 hours/five days per week

Location: Phoenix Dance Theatre, LS2 7PA (with flexibility for 1-3 days per week home working)

Contract type: Permanent

Application deadline: By 9am on 6 October 2025 (Please note that we will be contacting applicants following the deadline and not before)



About Phoenix Dance Theatre

A proud history

We are proud of our heritage as a Black British dance company born in Leeds. There are few contemporary dance companies that have had the impact Phoenix Dance Theatre has had over its more than 40-year history.

Phoenix is the longest-standing contemporary dance company outside London, one of few mid-scale contemporary dance companies to employ a permanent company of professional dancers, and unique in being co-located with a ballet company.

Local, national & international leaders in dance

We tour nationally and internationally whilst retaining our position as one of the key cultural organisations in Leeds. The company has pushed boundaries and taken risks since its inception and we're not about to stop now.

We believe that great art should be accessible to everyone because it changes lives, and that great art is created through diversity.

We recognise that Black British Caribbean artists and administrators are still underrepresented in the UK dance sector, that people still face barriers to career development and progression because of their ethnicity, gender and class, that work is not sufficiently culturally inclusive, and that audiences do not reflect the diversity of Britain today.

We work each day to be a force for change. We are audacious in our efforts to create opportunities in contemporary dance both on stage and off for those who may otherwise not find a home for their passion, ideas and talent.



We are relentless in our pursuit of quality, equity, engagement and involvement. We strive for our work to be nothing short of extraordinary. We seek to continually defy expectations, as our founders did more than forty years ago.

Building the future of dance

Phoenix Dance Theatre's Learning and Development Team are committed to changing lives through dance. The department delivers over 1,000 workshops each year reaching over 6,500 people with the aim to empower, engage and inspire through exceptional dance provision.

Our provisions range from regular weekly classes as part of our Saturday School and Illuminate Dance programmes, prevocational training in the Phoenix Youth Academies based in Leeds, Gateshead, Doncaster, York and Sheffield, to bespoke schools' packages working on cross-curricular or performance led projects.

Trustees

Our Board of Trustees is Chaired by Delia Barker. The Board brings a diverse range of experience, knowledge and skills:

Marshah Dixon-Terry
Christelle Kerouedan
Pippa Plumtree-Varley
Lauren Van Zyl
Chris Wright

Louise Katerega
Dominic Leclerc
Luella Rebbeck
Errol White

To find out more please visit www.phoenixdancetheatre.co.uk.



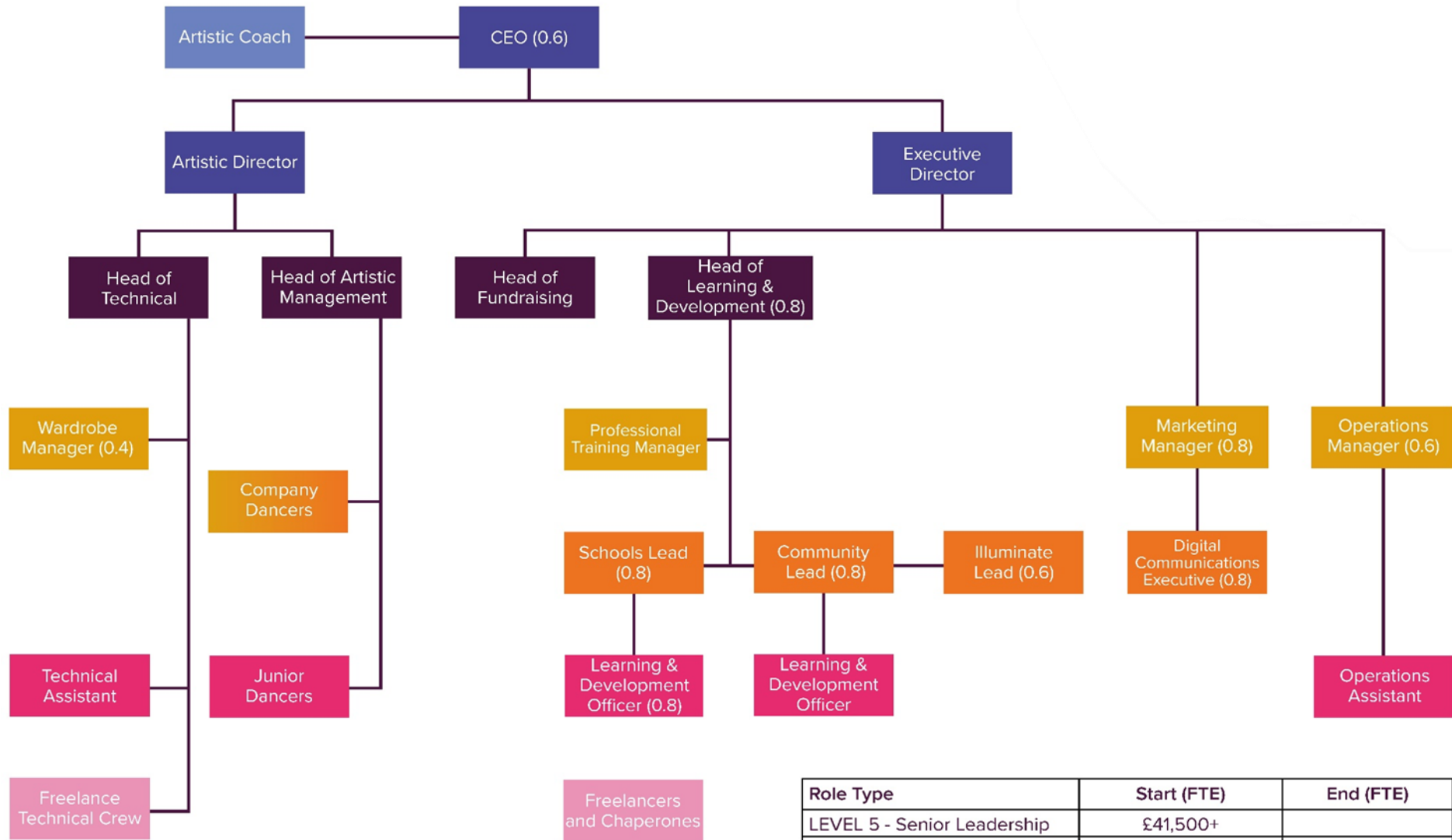
Values

Our values underpin everything we do and help define the culture we actively work to create:

Value	Rationale
Rooted	We are proud of our heritage as a Black British dance company born in Leeds. It is from this foundation that we reach further and do more each year.
Representative	We seek to be inclusive in our practice, to provide equity of opportunity for our audiences and communities, and to increase representation of the Black British Caribbean community and other under-represented groups in the contemporary dance sector.
Culturally relevant	We seek to be relevant to audiences, existing and new, and to create work that speaks to the culture, dreams, challenges and aspirations of the communities we engage, involve and represent.
Collaborative	We deepen our audience engagement, expand our creative output and broaden our reach by working side by side with partners across the sector and beyond – locally, nationally and internationally.
Open	We are open and transparent in our communication and engagement, are curious and seek active dialogue with our audiences, communities, and partners. We seek to work in an empathetic way and to promote the health and wellbeing of those we work with. We continually seek to learn and grow.
Leading the way	We are bold on behalf of the people we represent and work with. We use our platform to provide opportunities, advocate, nurture talent, amplify voices, celebrate success, and challenge the status quo. We continue to defy expectations and move the boundaries of what is possible.



Phoenix Dance Theatre organisational structure



Role Type	Start (FTE)	End (FTE)	
LEVEL 5 - Senior Leadership	£41,500+		
LEVEL 4 - Head of Department	£33,500	£41,500	
LEVEL 3 - Manager	£28,500	£33,500	
LEVEL 2 - Professional	£24,500	£28,500	
LEVEL 1 - Assistant	£22,932 (Living Wage)	£24,500	

Head of Fundraising Job Description

Job purpose – why do we need you?

Reporting to the Executive Director with latitude for independent decision-making, the Head of Fundraising is responsible for the development and delivery of Phoenix's fundraising strategy and for overseeing all fundraising activity. You will work innovatively to generate new sources of income for Phoenix, including sources of unrestricted income, to enable us to increase our creative freedom.

Key internal relationships – who will you be working with?

- Reports to the Executive Director.
- Works closely with the Chief Executive.
- Part of the Phoenix Management Team alongside the Head of Learning & Development, Head of Artistic Management, Head of Technical, Marketing and Communications Manager, and Operations Manager.
- Supported by the Operations Manager and Operations Assistant.
- Works with the Board of Trustees and manages the fundraising sub-committee.

Key external relationships – which relationships will you manage?

- Donors/potential donors, both individuals and organisations.
- Donor intermediaries – Family Offices, Family Office Service.
- Partner organisations.
- Fundraising volunteers.
- Fundraising consultants/freelancers.
- Suppliers.

Main responsibilities – what will you do day to day?

- Develop the overall strategy for Phoenix's fundraising activity in line with the company strategy and in consultation with the Senior Leadership Team.
- Develop annual delivery plans and budgets in collaboration with the Senior Leadership Team, Artistic and Learning & Development teams.
- Carry out in-depth prospect research to develop a robust, rolling fundraising pipeline and support tailored fundraising approaches.
- Develop and execute cultivation plans to secure income in line with agreed targets.
- Achieve income growth by identifying potential new and repeat supporters through independent research and conversations with Trustees and fundraising volunteers, and proactively identify new income opportunities, including innovative new models and approaches.
- Provide support and direction to the solicitation approaches of the team/Chief Executive/Board.
- Build positive relationships with key individuals (donors, individual prospects, fundraising volunteers, trust Board members/administrators, influencers etc.), getting out to as many meetings as possible each week.
- Create engaging and effective communications (proposals, mailings, applications, pitches etc.).
- Maintain and manage records that relate to donor relationships (using the Salesforce CRM database).
- Ensure appropriate stewardship programme is in place, reporting requirements are met, and donor satisfaction is high.

- Contribute to the strategic development of the company as a member of the management team.
- Provide regular reports on activity for the Board of Trustees, undertake quarterly budget reforecasts and provide any other reporting requirements as needed.
- Work with the Chief Executive to establish and manage a fundraising sub-committee of the Board.
- Lead the management of relevant internal processes e.g. prospect list management, recognition opportunities, restricted income register, gift aid claims etc.
- Ensure there is a consistency in our brand and messaging across all audiences, acting as a brand ambassador for Phoenix.
- Act as a spokesperson and advocate for Phoenix as required, including securing speaking opportunities at conferences and representing the company at local, regional and national network meetings.
- Work with the Operations Manager to ensure proper records are maintained.
- Act as the key contact for relevant suppliers, ensuring appropriate agreements are in place and that goods/services are delivered as agreed.
- Contribute to cross-organisation projects, such as event planning or partnership development.



Head of Fundraising Person Specification

What are we looking for? – Essential

- Proven ability to build, manage and develop effective relationships. This will include a highly developed ability to successfully negotiate with others to achieve desired outcomes.
- Proven ability to demonstrate initiative and creativity to achieve desired outcomes.
- Proven ability to deliver income against agreed targets in one or more of trust and foundation, corporate, major donor, and community fundraising.
- Excellent written and verbal communication skills and ability to tailor your approach to your audience, including a demonstrable record of success in writing funding applications.
- Project management skills and proven ability to organise and plan own workload, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.
- Experience of managing budgets and the ability to record, interpret, analyse and present financial data clearly and accurately.
- Proficiency in using a Fundraising CRM package and Windows based software packages including Word and Excel.
- Understanding of the fundraising marketplace and current trends across the sector.
- A demonstrable passion for the arts/contemporary dance and for making an impact for marginalised/minoritised communities.
- Commitment to the vision, mission and values of the company.

What are we looking for? – Desirable

- Experience of line managing staff and/or freelancers and consultants.
- Experience of working with a charitable Board of Trustees.
- Experience of fundraising in the Cultural, Arts or Heritage sector for an Arts Council England National Portfolio Organisation.
- Good knowledge of UK charitable giving and taxation law as it applies to fundraising.
- Experience of managing large-scale applications to Government and statutory funding bodies.
- Experience of using Salesforce.

What are we looking for? – Personal Qualities

- Excellent communication skills and the ability to engage and move an audience.
- Excellent organisational skills and the ability to manage a complex workload.
- Ability to work under pressure.
- Very high degree of attention to detail.
- Strong networking, relationship building and influencing skills.
- Collaborative and inclusive.

Terms and conditions of employment

- £41,500
- 28 hours/4 days – 35 hours/5 days per week
- Based at Phoenix Dance Theatre, LS2 7PA (with flexibility for 1-3 days per week home working)
- Annual leave entitlement 25 days per annum plus the 8 bank holidays
- Part of the workplace pension auto enrolment scheme (following completion of probation period)

Accessibility

Access and facilities available in our building:

- Automatic door at the entrance to the building
- Level access to the foyer and auditorium
- Disabled toilet facilities (alarmed and with help assist)
- We have allocated spaces for wheelchair users available in the auditorium
- There is a hearing induction loop at Reception and in the auditorium
- Braille signs in the building
- Lift access to all floors of the building
- Visual and audio alarm system

For more information see [Access in our building | Northern Ballet](#)

Benefits

As a charity we are limited in the additional benefits we can offer team members, but we strive to make working for Phoenix as rewarding as possible. Current benefits include:

- Time off for volunteering – we offer all employees up to two volunteering days per year (arranged in consultation with your line manager).
- Employee Assistance Programme - we offer all employees access to an Employee Assistance Programme (EAP), delivered by BHSF.
- CharlieHR perks - With Perks you'll benefits including exclusive discounts and rewards at over 30,000 brands.
- Company days – regular time together to look at strategy and to have fun (recent activities have included crazy golf, pottery painting and an escape room!).

Key policies

- Parental leave: Statutory Pay.
- Sick pay: During your probationary period your entitlement to sick pay will be limited to Statutory Sick Pay only. Subject to a satisfactory probation period, you will be entitled to Occupational Sick Pay of up to two weeks' full pay (including any entitlement to Statutory Sick Pay) in any 12-month period.

How to apply

Valued Recruitment is working exclusively with Phoenix Dance Theatre to recruit this role.

We are an ethical recruitment company, intent on hiring inclusively and transparently. To apply, we welcome a CV and a 1-2 page covering letter OR video application of up to 5-minutes in length detailing your interest in the role. Please send this to anna@youarevalued.co.uk.

Accessibility is incredibly important to us at Valued Recruitment and Phoenix Dance Theatre. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

Please also complete our Equal Opportunities Monitoring form available here – www.phoenixdancetheatre.co.uk/equal-opportunities-monitoring-form. This is for monitoring purposes only and is important for reporting to our funders. It will be detached from your application and the data shared will be treated confidentially.

Closing date: 9am Monday 6 October 2025

1st Interviews: w/c 13 October

2nd interviews: w/c 20 October



Photo credits:

P1 *Terms of Agreement*. Photo Drew Forsyth

P2. *Family* production image: Photo Foteini Christofilopoulou

P4. Phoenix Youth Academy class: Photo Scott M Salt Photography

P5. *Harmonica Breakdown* production image: Photo Foteini Christofilopoulou

P6. Company Dancers in rehearsal for *Requiem* ahead of World Premiere, May 2023:

Photo Point of View Photography

P8. Phoenix Youth Academy dancer: Photo Scott M Salt Photography

P11. *After Tears: After a Requiem*. Photo Tristram Kenton

P13. Company Dancers. Photo Hugo Glendinning

PHOENIX
DANCE
THEATRE

