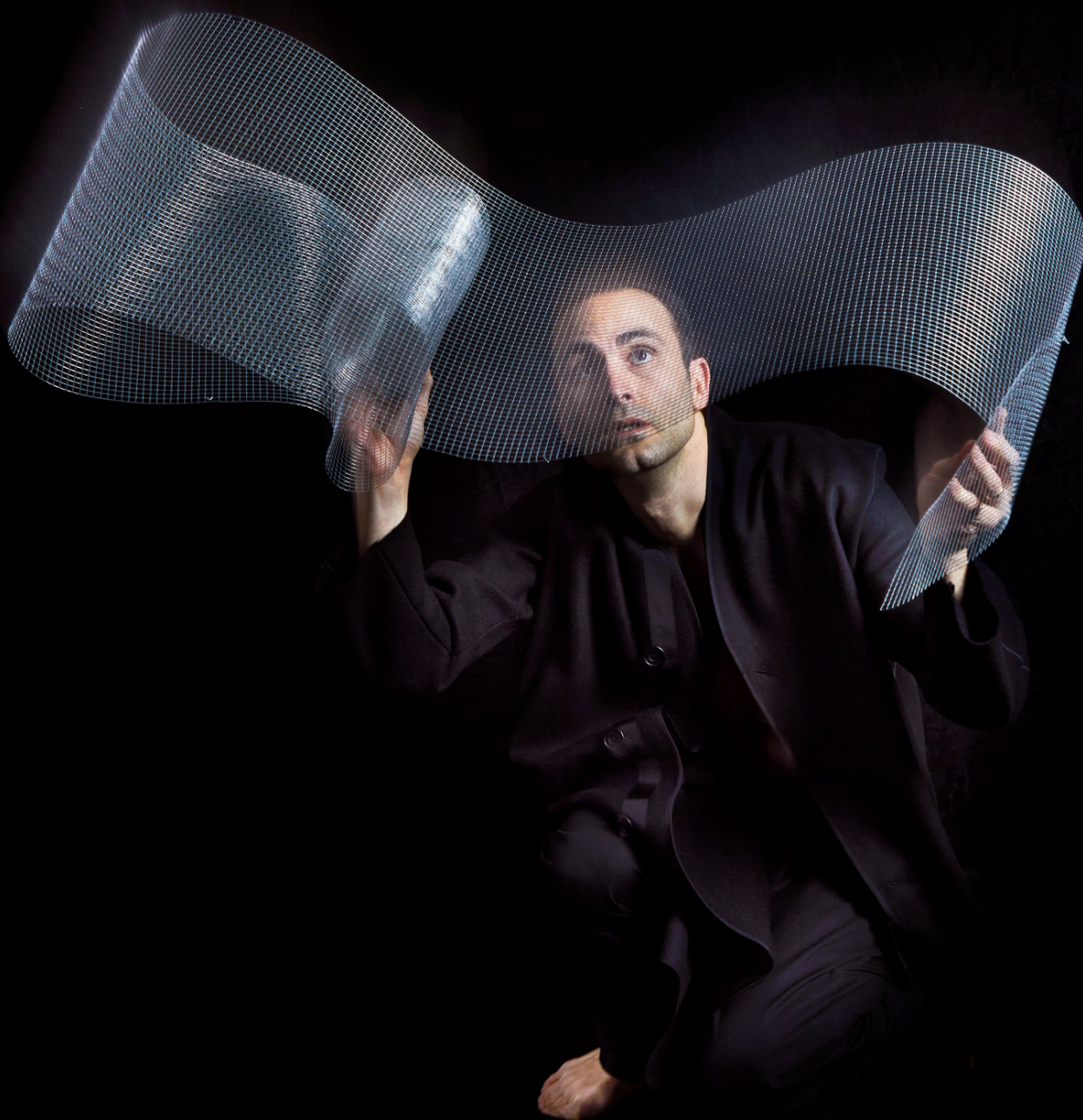




Senior Development Manager

Job Pack

October 2025



# About Fuel

Fuel leads the field in independent producing in the UK's live performance sector, working with brilliant artists to explore the big questions of our times, shining a light on how we relate to each other and the world around us, and telling untold stories by under-represented voices. From theatres to car parks, from schools to public spaces, Fuel produces high quality new theatre that reaches diverse audiences across the UK and internationally. Fuel collaborates with outstanding theatre makers with fresh perspectives and approaches who produce shows, performances or experiences which have direct and playful relationships with their audiences.

Fuel is celebrated for its pioneering producing model that develops innovative ideas through attentive collaboration, a spirit of curiosity, and an emphasis on trust. Fuel has developed a reputation for spirited and surprising new theatre, deep relationships with a wide range of artists, and passionate commitment to inclusion and care for young and diverse audiences.

Fuel was founded in 2004 and is led by Kate McGrath. Since its story began, Fuel has produced shows, festivals, films, installations, podcasts, apps and books. In doing so, Fuel has supported the artistic development of over 120 lead artists or companies and reached more than 1.5 million people, live and digitally, hosted over a hundred internships and been recognised with awards for its work. Fuel is currently working with artists and companies including Khalid Abdalla, Will Adamsdale, Inua Ellams, Charlie Josephine, Lucian Msamati, Racheal Ofori, Toby Olié, Joelle Taylor, and Melanie Wilson.



# OUR VALUES

The discovery of the new relies on curiosity. It is at the heart of how we work as a team, keeping us open to surprises, risks and learning, and we celebrate it in the artists and colleagues we collaborate with.

CURIOSITY

Producing is creating something new in collaboration with others. In producing we seek to embolden, support and celebrate the creativity of everyone we work with and for.

CREATIVITY

Trust is the foundation on which people take risks and collaborate productively. We work hard to build trust by delivering on our promises, and we invite our audiences to trust us as we invite them to be part of a magical moment of live collaboration.

TRUST



# OUR VALUES

Only through taking risks, and learning from our successes and our mistakes, can we create genuinely insightful and affecting work. We believe listening and learning can enable everyone we work with to achieve their potential.

LEARNING

Performance is representation and we believe the people who make it and experience it should be representative of the diversity of the world we live in.

We seek to break down barriers and enable everyone to participate freely in cultural life.

REPRESENTATION

We are working towards a zero waste, zero carbon future and are committed to massive reduction in the carbon cost of our work. We believe it is possible and essential to create art without further harming the earth for future generations.

SUSTAINABILITY

# Our Current Programme

Our programme encompasses brand new commissions and collaborations with artists, partners and communities across the UK and beyond, as well as tours including *Nowhere* by Khalid Abdalla and *Al, Al, Oh...* by Will Adamsdale.

Digital work includes *Dreaming Species*, an online listening experience by Melanie Wilson and *Fuelling Change*, a podcast series by Fuel's Artistic Director & CEO Kate McGrath.

Fuel is proud to work in collaboration with a brilliant cohort of artists and a range of partner organisations to create this programme across the UK and beyond.

There's a Bear on My Chair. Photo: Dan Tsantillis



# Job Description

Fuel is looking for a skilled and proactive Senior Development Manager to join the team. The Senior Development Manager will provide essential management of the fundraising function at Fuel, supporting the Artistic Director & CEO and Executive Director with major fundraising bids, and managing the output of consistent applications for both projects and core activity.

At Fuel, we work with artists on projects from their earliest stages. We have a Development Producer who manages our projects in development and proactively seeks to secure funding to transition these projects from research and development to production. The Senior Development Manager will support the Development Producer with their fundraising efforts but will not be responsible for the artistic development of projects.

We are an equal opportunities employer, and we encourage applications from all suitably qualified persons, regardless of sex, gender, sexual orientation, marital or civil partnership status, race, ethnicity, socio-economic background, disability, religion or belief, national origin, pregnancy or maternity, or age. We actively welcome applications from those currently under-represented in the arts and fundraising sectors. Candidates can be based anywhere in the UK.

Your line manager will be: Executive Director

You will also have close working relationships with the Artistic Director & CEO, the Executive & Fundraising Assistant and the Producing team.

## Key Responsibilities

- To proactively support the Artistic Director & CEO and Executive Director in developing Fuel's fundraising strategy;
- To implement Fuel's fundraising strategy for Trusts & Foundations, individuals, and corporates in collaboration with the Executive Director, Artistic Director & CEO, and Producing team;
- To maintain a strong understanding and awareness of our programme of activity, working with the Producing team to identify opportunities for fundraising and contribute to project fundraising targets (including supporting Arts Council England (ACE) Project Grant applications);

- To deliver and exceed identified targets for core funding across trusts, foundations, individuals, partnerships and corporations;
- To steward and help manage funders, donors and corporates at all stages of their journey with Fuel;
- To set and manage the fundraising budget;
- To ensure fundraising actions and communications reflect our values and commitment to and policies on ethical fundraising, anti-racism, inclusion, diversity, equality and access across all aspects of our work;
- To work with the Executive & Fundraising Assistant to ensure that Fuel's relationship management systems are up to date and effective.

## Duties

- To research relevant Trusts & Foundations and deliver timely and well-articulated solicitation plans and applications;
- To maintain and build Fuel's donor prospects;
- To develop new relationships that will contribute to income targets – including working with the Artistic Director & CEO and the Senior Producers to identify and secure long term strategic partnerships;
- To maintain an organised fundraising database/CRM and provide timely information / progress reports to all stakeholders including: the Executive Director, key funders, key individuals, the Artistic Director & CEO and board as required;
- To provide fundraising support and advice across the team as Producers develop income generation plans for key projects;
- To deliver all fundraising communication plans and materials, including working with the Communications Manager to ensure the Donate section of the website is up to date, clear and functional, and campaign materials are clear, inspirational and effective;
- To lead the organisation of fundraising events and activities, delegating to the Executive & Fundraising Assistant as appropriate;
- To provide strong service to partners and prospects from first point of contact to deepening relationships;
- To manage administrative tasks related to fundraising and donor management including oversight for the processing and recording of Gift Aid claims, delegating to the Executive & Fundraising Assistant as appropriate;
- To ensure the company collects and stores individuals' data in strict adherence to GDPR guidelines and ensure team members are aware of current legislation;

- To maintain knowledge of fundraising trends and guidance on ethical fundraising and Gift Aid, liaising with HMRC and industry bodies as needed;
- To attend industry events as appropriate to stay abreast of new arts sector development opportunities and emerging trends and report back to the Planning (aka Senior Management) team.

#### General Duties

- To attend regular meetings with members of the Fuel team and other internal and external meetings;
- To attend all relevant work in progress, previews, press nights and launch events;
- To work with all staff to ensure the smooth running of all operational aspects of the company, contributing to the life, work and overall running of Fuel;
- To follow Fuel's policies and contribute to their ongoing reviews;
- To undertake any other duties as reasonably requested by the Artistic Director & CEO and Executive Director.

This list is indicative rather than comprehensive, and flexibility to the job role and tasks is required.

Fuel is interested in and keen to support ongoing professional development and will work closely with the post-holder to ensure that their needs in this area are met. Fuel offers a training budget and mentoring support.

# Experience and Skills

## Knowledge and Experience

### Essential

- Experience of creating and delivering effective fundraising campaigns and achieving fundraising targets in the UK
- Experience in raising income for complex creative programmes
- Experience in managing relationships with a diverse range of partners, agencies and freelancers
- Experience of securing significant/multi-year grants from Trusts & Foundations
- Experience of stewarding and securing gifts from Individuals and Corporates
- Experience of Arts Council England grant funding and reporting
- Experience of running digital fundraising campaigns
- Experience of managing a donor database
- Experience of managing evaluation and reporting processes for donors, corporates and funders
- An understanding and a passion for contemporary live performance

### Desirable

- Relevant fundraising experience in an independent live performance company or arts organisation with national reach
- Familiarity with Fuel's projects, the artists we work with and audiences we engage with
- Understanding of the wider arts/cultural sector in the UK

## Essential Skills and Attributes

- Exceptionally personable and a highly confident communicator
- Strong attention to detail, with excellent written communication skills
- Excellent interpersonal skills and the ability to maintain relationships with a wide range of people
- Efficient and organized with excellent planning skills, the ability to deal with multiple tasks at once, and act on own initiative
- Excellent research skills
- Commitment to collaboration working

# Terms

## Salary and Benefits

- Full time, permanent
- We are open to discussing flexible working
- £35k-£40k per year depending on experience, FTE
- Fuel offers a designated stakeholder pension scheme

## Hours

- 40 hours per week
- Core hours are 10am-3pm, with some flexibility around starting and finishing times (for example, employees can work 10am-6pm or 8am-4pm)
- Some evening and weekend work will be required. Fuel operates a Time Off in Lieu system

## Base

- Hybrid working, with a minimum of two days every fortnight or four days every four weeks from the office for full time employees based outside of London and a minimum of two days every week for full time employees based in London
- At present we have office space in London at Somerset House
- We welcome applications from candidates based anywhere in the UK

## Holiday

- 25 days per year plus bank holidays. After two years' service this may be increased by one extra day per year, up to a maximum of 30 days

## Probationary Period

- 6 weeks

## Notice Period

- 3 months

## General Notes

This Job Pack is indicative rather than comprehensive, and flexibility to the job role and tasks is required. We are particularly keen to hear from applicants from under-represented backgrounds.

# Application Instructions

Closing Date: 6pm on Monday 24 November 2025

Interviews: First round 27 November 2025

You can find the application pack with a form and full details [here](#).

Please submit your application by e-mail to arrive by 6pm on Monday 24 November 2025 to [admin@fueltheatre.com](mailto:admin@fueltheatre.com).

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your recording is no longer than 5 minutes.

## Information Session

We are holding a drop-in online question & answer session on Wednesday 12 November from 5pm to 5:45pm. If you would like to attend, please email [admin@fueltheatre.com](mailto:admin@fueltheatre.com) and we will send you the Zoom invitation link. Please let us know if you have any access requirements for this session.

## Contacts

If you have any questions about the job pack, application form, or process, please contact [admin@fueltheatre.com](mailto:admin@fueltheatre.com).

If you have any questions about the role, please contact Ine Van Riet, Executive Director at [ine@fueltheatre.com](mailto:ine@fueltheatre.com).