



# Senior Fundraising executive

Job Description & Application Information

## Who We Are

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors, and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre has won multiple awards including Stage UK's Theatre of the Year 2023 and Excellence in Arts Education at the UK Theatre Awards 2022. We have staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £4.5million and employ more than 100 employees. For more information on the Lyric Theatre, visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

## Our Mission

We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to **create, entertain, and inspire.**

## Our Values

**We are welcoming:** The Lyric Theatre is an inclusive and accessible space for all: a creative place to play, learn, question, and explore.

**We are nurturing:** Our goal is to galvanise, and empower all those who work in the arts, whilst nurturing new generations of talent through the Lyric Drama Studio and our Creative Learning and New Writing programmes.

**We inspire and entertain:** We aim to provide theatre experiences that entertain and inspire; challenging audiences to explore their own and other stories.



## Job Description

### Job Title

Senior Fundraising Executive

### Location

Lyric Theatre, Belfast

### Salary

£30,500 (plus 3% pension contribution) per annum

### Contract

Permanent, Full-Time. 1 month notice period.

### Probation

6 months

### Annual Leave

20 days discretionary plus bank/public holidays (currently 11 days). There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

### Reporting to

Head of Development & Marketing

### Working Week

Working hours are 37.5 per week (excluding breaks), normally worked between 9am to 5pm. Due to the nature of the business the post holder will also be required to work occasional evenings and weekends. Time off in lieu will be granted for any work done on a statutory holiday.

### Purpose of the Post

The Senior Fundraising Executive is a senior operational role within the theatre's Development and Marketing team, responsible for the effective delivery and implementation of the Lyric's fundraising activity.

Working closely with the Head of Development & Marketing, the post holder will lead the day-to-day management of fundraising programmes across fundraising bodies, Trusts and Foundations, individual giving, corporate partnership and fundraising events, ensuring activity is well planned, delivered on time and meets agreed income and engagement objectives. The role will play a key delivery role in the Lyric's *Fund for the Future* fundraising initiative, supporting campaign implementation, donor stewardship and reporting, and helping to build sustainable, long-term income for the organisation.

The Senior Fundraising Executive will lead on fundraising events, manage and steward key donor and funder relationships, monitor income performance, and work collaboratively with colleagues across the organisation, particularly Creative Learning, Finance, Front of House and Production teams.

### KEY RELATIONSHIPS

Senior Management Team (SMT), Development & Marketing Team, Finance, FOH, Creative Learning and Box Office team. External funders, donors, sponsors and partners.

### Benefits

Of course, we provide all the standard entitlements like an employer-contributed pension and statutory pay for sickness, maternity, and paternity leave, but we also have some extras:

- Additional paid day off for your birthday
- Access to a free, confidential counselling service through our Employment Assistance Programme.
- Free beverages from our café/bar.
- Discounted food from our café/bar.
- Free tickets for Lyric productions.
- Free period products in all bathrooms.

### Working at the Lyric

There are a range of other elements that make the Lyric a unique and enjoyable place to work:

- **Beautiful environment:** Enjoy breaks on our exclusive River Terrace.
- **Prestigious theatre:** Work with well-respected and talented theatre professionals in a multi-award-winning theatre known for high-quality productions.
- **Commitment to wellbeing:** Access to Mental Health First Aid Training and a supportive work environment.
- **Inclusive culture:** We've rolled out initiatives like being breastfeeding-friendly, providing free period products in our bathrooms, participating in Belfast Pride, and providing BSL training.
- **Staff involvement:** Engage through Staff Council and Suggestion Box.

## Main Duties and Responsibilities

### FUNDRAISING

- Work with the Head of Development and Marketing (HOD) to manage the overall fundraising strategy including available grants and funding deadlines.
- Support the day-to-day delivery of the Fund for the Future initiative, including donor stewardship, events, reporting and supporter engagement.
- Oversee the operational delivery of individual giving, corporate partnership and membership activity, including Lyric+ Membership scheme.
- Support the department's stewardship of donors, funders and sponsors.
- Support the HOD to track and monitor fundraising income and performance against agreed targets.
- Oversee fundraising pipelines, deadlines and project plans to ensure timely delivery.
- Support the development, writing and submission of funding applications, sponsorship proposals and donor communications.
- Ensure accurate record keeping, compliance and reporting across all funding activity.
- Support other areas of statutory and corporate funding where required.
- Work with the Finance department and HOD to ensure accurate allocation, coding and reporting of fundraising income, in line with best practise and compliance requirements.
- Ensure all fundraising activity complies with GDPR, fundraising regulations and ethical standards.

### EVENT MANAGEMENT

- Take operational lead on the planning and delivery of fundraising events, ensuring they are delivered to budget, schedule and agreed objectives.
- Manage suppliers, logistics, and internal stakeholders.
- Working with the HOD, monitor, track and report on event income, liaising with Finance on invoicing, cash donations and sponsorships.
- Lead post-event evaluation and reporting, including income performance, return on investment and supporter engagement.

### SALES & MARKETING

- Work closely with the Marketing team to deliver fundraising campaigns and communications.
- Manage communications for all donors and supporters, ensuring a high standard of stewardship.
- Keep up-to-date with developments and best practise in fundraising within the charity and arts sectors.
- Ensure all donor records are accurate, up to date and compliant with data protection legislation.
- Provide content and insight to support marketing activity, including funding success stories, impact reporting and donor recognition.

*This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the line manager*



## Personnel Specification

### Essential Criteria

Either:

- A degree-level qualification and a minimum of 2 years' experience in fundraising, marketing, communications, or a related environment; OR
- 3 years' experience in fundraising, marketing, communications, or a related environment.
- Experience of project management;
- Demonstrate first-class written and verbal communication skills;
- Demonstrable ability to build and maintain relationships with people from all backgrounds, including excellent networking and stakeholder management skills;
- Experience of event planning and delivery;
- Strong organisational skills, with experience of managing multiple projects and deadlines;
- High level of IT literacy, including confidence in using CRM and CMS systems, marketing platforms such as DotDigital, and Microsoft Office

### Desirable Criteria

- Proven track record in fundraising and donor stewardship;
- Experience of making successful fundraising asks;
- Experience of raising income through fundraising events;
- Experience of contributing to or delivering a strategic or future-focused fundraising campaign;
- Experience of working in, or strong interest in, theatre and the arts.

### Personal Qualities

Successful applicants will be able to demonstrate the following qualities:

- Excellent interpersonal skills; confident, approachable and professional;
- Strong operational focus, with the ability to plan, prioritise and deliver multiple activities effectively;
- Creative flair and strong visual awareness;
- Excellent organisational skills and attention to detail;
- Strong team-working skills and collaborative approach;
- Confidence to take the lead on projects and work independently;
- Passion for great brands, storytelling and audience engagement;
- Good numeracy, budgeting and analytical skills.

## How to Apply

Please complete and submit our **Application Form**, available on our [website here](#), quoting the reference **26LT02** in the subject heading, to [recruitment@lyrictheatre.co.uk](mailto:recruitment@lyrictheatre.co.uk).

You must also complete our **Equal Opportunities Monitoring Form** by clicking here - <https://forms.office.com/e/nzfVg9wAe5> and entering the same reference **26LT02**

Failure to complete and submit an application form that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

### Closing Date

Midday on 6<sup>th</sup> March 2026. We reserve the right to extend the application deadline, if required, to ensure a comprehensive selection process and attract a strong pool of candidates.

### Accessibility

If you require the application in a more accessible format or would like to discuss your application further, please contact [recruitment@lyrictheatre.co.uk](mailto:recruitment@lyrictheatre.co.uk) as soon as possible. We will endeavour to assist with your requests.

### Shortlisting

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their application **how** they satisfy the published selection criteria. It is essential that applicants provide evidence of **how** they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly based on merit.

### Guaranteed Interview Scheme

We are committed to fostering an inclusive workplace and actively supporting under-represented groups. If you identify as disabled and **meet all essential criteria** for this role, you may request to be considered under our Guaranteed Interview Scheme, and we will guarantee you an interview. Please indicate this on your application form.

*Please note: this guarantees an interview, not a job offer. All appointments are made on merit.*

### Interviews

Interviews are planned for week commencing **9<sup>th</sup> March 2026**.

### Disclosure

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

**The Lyric Theatre is an Equal Opportunities Employer.**

**We particularly welcome applications from People of the Global Majority, disabled and LGBTQIA+ candidates who are under-represented across the sector.**

# LYRIC

