

Royal Academy of Dramatic Art

Trusts Manager



**"I would not be here
without my training at RADA.
It set me up for life."**

Lolita Chakrabarti,
Award-winning actor, writer,
producer, RADA graduate

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Background Information

RADA is the global home of world-class performance training. For 120 years, we've trained the world's leading performers, storytellers and artists, collaborating across the creative industries.

Talent is everywhere, but opportunity is not. Access and diversity are at the heart of RADA, to develop new generations of performance and leadership talent, and uplift the greatest range of voices and perspectives.

Today, our impact goes beyond the stage and screen: through RADA Business, we bring the same creative disciplines into organisations around the world, helping leaders and teams transform how they perform and shape their career with lasting business impact.

This is an exciting time to join us. Our vision and strategy focus on sustainability and inclusion, foregrounding excellence, equitable practice and wellbeing, and empowering artists. Alongside developing our growth strategy, estates strategy, industry partnerships and international offer, we are addressing two urgent priorities: investment in our estate and in bursaries that ensure all talented students can thrive.

At the same time, we are building a renewed alumni strategy, creating opportunities for graduates to connect, collaborate and shape the future of our industry. We are working from our foundational strengths to grow income streams through life-changing work, aligned with our core pedagogy and ethos, co-created with industry and partners.

We have an ambitious strategy to ensure students from all circumstances and backgrounds can experience our training. Our award-winning access and participation programme aims to remove barriers that underrepresented groups may encounter, so the widest pool of talent can come to RADA and progress into the industry as successful alumni, ensuring we continue to play a key part in positively impacting the cultural sector and the future of storytelling.

"The teachers go above and beyond to support the students. Their depth of knowledge and expertise offer everyday revelations. I often leave a class a different person to the one who walked in: the work at RADA is transformative and powerful."

NSS 2024 student comment





RADA makes an essential contribution to the UK's £116 billion creative industries and is known throughout the world by the impact and achievement of its graduates who often speak of the experience and training they undertook at RADA as unique and special. Many RADA graduates make work which has populated film, television and theatre; achieving recognition at international award ceremonies, translated into many languages, and contributing to economies throughout the world.

RADA recently appointed RADA graduates David Harewood and Cynthia Erivo as new President and Vice President, and in May 2024 announced that His Majesty King Charles III was taking up the Royal Patronage of RADA.

"The training is brilliant. There is nowhere quite like it. This is how specific and detailed all training and university degrees should be. If there were more courses like this one the world would be a better place."

NSS 2025 student comment

Vision, Mission and Social Purpose

Our vision

To unlock the potential of dramatic artists, uplift the greatest possible range of voices and perspectives, and enable collaboration across sectors.

Our mission

To continually improve our world-leading training and practice to empower artists and leaders to inspire, innovate and ignite change.

Our social purpose

To realise the transformative power of the dramatic arts, actively contributing to a more honest, compassionate and equitable society.

RADA values

Courageous

We champion imagination and originality, daring to tell stories in bold, innovative ways. Our creativity is driven by a commitment to craft that pushes boundaries.

Inclusive

We open doors for diverse and underrepresented voices, ensuring everyone has a platform to be seen, heard, and valued. Connection, empathy and presence guide how we collaborate and engage audiences.

Progressive

We lead with innovation, working at the cutting-edge of practise, and are committed to world-class standards while constantly evolving. Our storytelling adapts with the times, always seeking new ways to reflect and shape culture.

Empowering

We inspire transformation by giving people and organisations the tools, platforms, and confidence to grow. Through our content, learning and partnerships, we spark change and unlock potential.

Our strategic priorities

In the next period we will bring to life our mission and values by focusing our work on the following strategic priorities:

- Training evolution: evolving future-ready, inclusive and responsive learning pathways
- Enhancing how we work: aligning delivery and staffing with our commitment to sustainability, quality, and wellbeing
- Growth strategy and commercial focus: diversifying and expanding income while ensuring alignment with values and core purpose
- Estate and infrastructure strategy: creating a modern, accessible, and fit-for-purpose environment
- Strategic partnerships: exploring alliances that can amplify our influence, equity, and resilience

Excellence

- We audition and interview around 4,500 applicants each year for just 52 undergraduate places
- Every student receives at least 35 hours of teaching each week
- Our NSS indicator for student satisfaction on the BA (Hons) in Acting reported 100% satisfaction rate, and overall teaching received a 94% positivity score.
- Academic support received 97% satisfaction rate across the institution. Students particularly highlighted the support provided by teaching staff, with 100% of respondents agreeing they felt well supported in their learning.
- 90% of our teaching staff are active in the industry
- We are defined by the Office for Students as a world-leading institution
- Around 50% of RADA BA students study Technical Theatre and Stage Management

Funding

- An average of 47% of undergraduate students receive financial support from RADA

Diversity

- Black and Global Majority students make up 40% of our BA Acting course
- 19% of our Technical Theatre Arts applicants for 2022 were Black and Global Majority
- 40% of our students declare a disability
- Less than 60% of the costs of training each student are covered by student fees and government grants

Diversity

- 70% of our income is self-generated, mainly through Short Courses, RADA Business and fundraising
- We need to fundraise at least £1.5m each year to sustain our commitment to excellence and diversity

"I love the work and attention to detail. The teachers are very committed. I feel like I'm leaving prepared to work. I feel supported in most areas. I feel more confident in my knowledge than ever before. I'm excited to be at the school on a daily basis. I'm incredibly lucky to be here."

NSS 2024 student comment

Fundraising at RADA

The Development team is supported by the RADA Development Board and RADA Council who actively engage with the fundraising work. Recently, RADA embarked on a Theory of Change exercise which has fed into a new organisational Case for Support for revenue fundraising. Currently the Development team raises £1 million+ per annum, and there is a growth strategy in place with a focus on trusts and foundations, major donor engagement, and corporate partnerships.

In the last year 43% of this income is from individual philanthropy, 38% from trusts, foundations, and statutory, 8% from legacies, with the remaining 11% from corporate support and events.

We have well established support across all donor income streams but we are growing our portfolio with a focus on major gifts from trusts and major donors. Our long-running partnership with Warner Bros. Discovery is a key relationship, and we also look to build our corporate fundraising working with RADA Business, our corporate training enterprise, where appropriate.

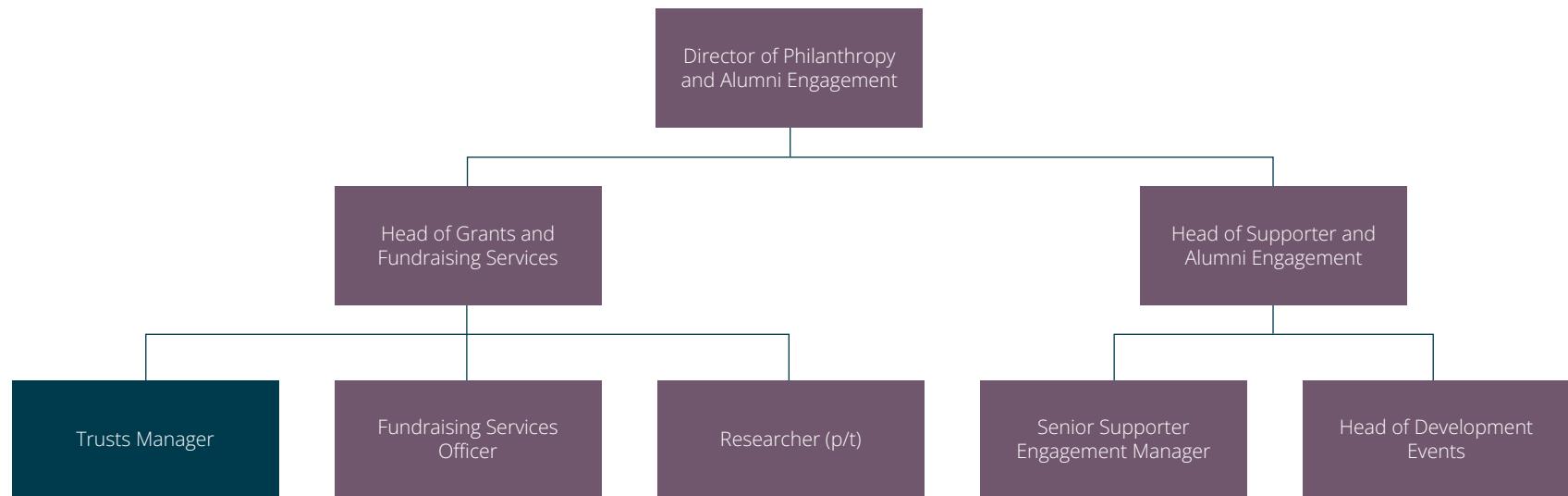
RADA's alumni community, working across theatre, film and television in the UK and internationally, plays a vital role in shaping our future. We are developing new ways to unlock the breadth of their influence and experience, not only as advocates and ambassadors, but as collaborators and leaders to create pathways for future generations.

Alongside this, we are building our presence in the United States. Our focus is on expanding philanthropic support and partnerships, with strong momentum through our Development Board who are helping us to establish networks and grow new streams of support.

As part of the implementation of RADA's new vision and strategy, we are focusing on our finance resilience and developing our income model to continue to support our ambitions and ensure continued growth. A key part of this strategy for organisational resilience is upcoming ambitions regarding our estate to ensure we remain a world-leading training facility.



Organisation Structure



The Role

Job Title

Trusts Manager

Location

18 – 22 Chenies Street,
London WC1E 7PA

Reports to

Head of Grants & Fundraising Services

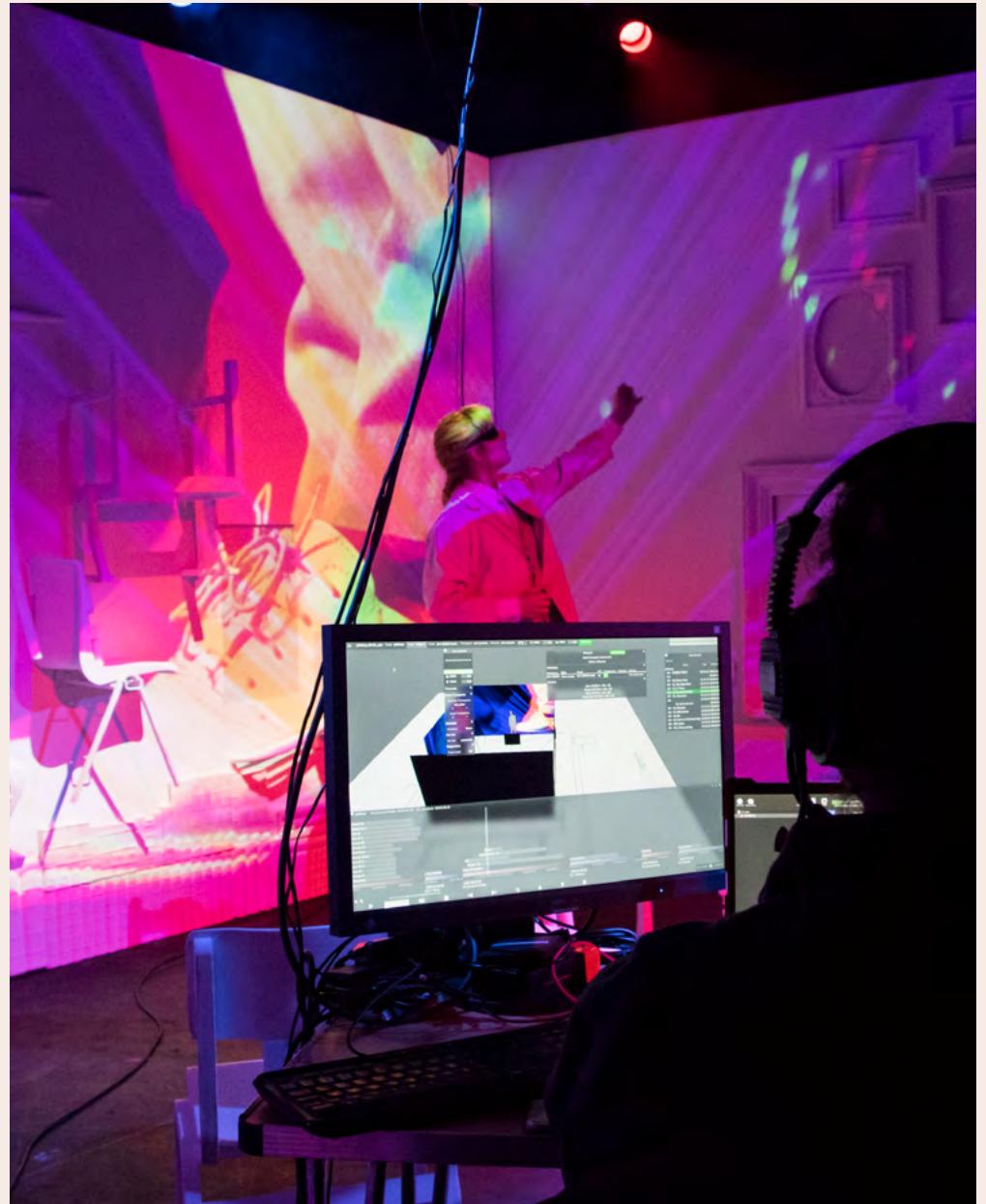
Key Relationships

Acting Principal, Trustees, Development Board, donors, colleagues in Development, staff, partners, graduates, creatives, and students.

Purpose

The Trusts Manager will play a key role in supporting the delivery of RADA's future fundraising growth by developing and stewarding long term relationships with a portfolio of Trusts and Foundations, and seeking new prospective relationships to support the annual targets of the Development department and to maximise giving for long term sustainable funding.

Reporting to and working closely with the Head of Grants & Fundraising Services, the postholder will be an experienced trusts fundraiser who will support with the creation and implementation of the Trusts and Foundations annual strategy, and will confidently seek out and secure new mid-level gifts from Trusts and Foundations for revenue and capital funding.



Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Worked towards the KPIs bespoke to the role of Trusts Manager, including achieving agreed income and activity targets
- Demonstrably developed and grown their prospect pool
- Built collegial relationships with the RADA community and be seen as a trusted staff member in Development
- Become a valued member of the Development team



Key Responsibilities

Fundraising

With support from the Head of Grants & Fundraising Services, manage the Trust and Foundation portfolio for mid-level gifts to achieve agreed financial target, through:

- Support the creation and implementation of the Trusts and Foundations annual strategy.
- Drive growth from Trusts and Foundations income, with a focus on five figure multi-year grants.
- Identifying and researching new Trust prospects.
- Track applications for revenue and capital fundraising.
- Liaise with colleagues and senior volunteers to develop compelling funding applications.
- Submit compelling grant applications and proposals for new trust support and renewals of existing support, working closely across the organisation to gather project information and budgets.
- Support applications to statutory funders where needed.
- Ensure bespoke engagement and stewardship plans are in place.

- Manage RADA's annual cycle of scholarships, grants, including the writing of compelling applications, portfolio management and reporting.
- Work closely with Student Academic Services to manage the scholarship process, including the allocation of students to funders (all income streams) and attending Scholarship committee meetings.
- Track scholarship expenditure against funder/donor criteria to ensure accuracy of scholarship allocations.
- Update the Development Team on all scholarship activity where necessary.

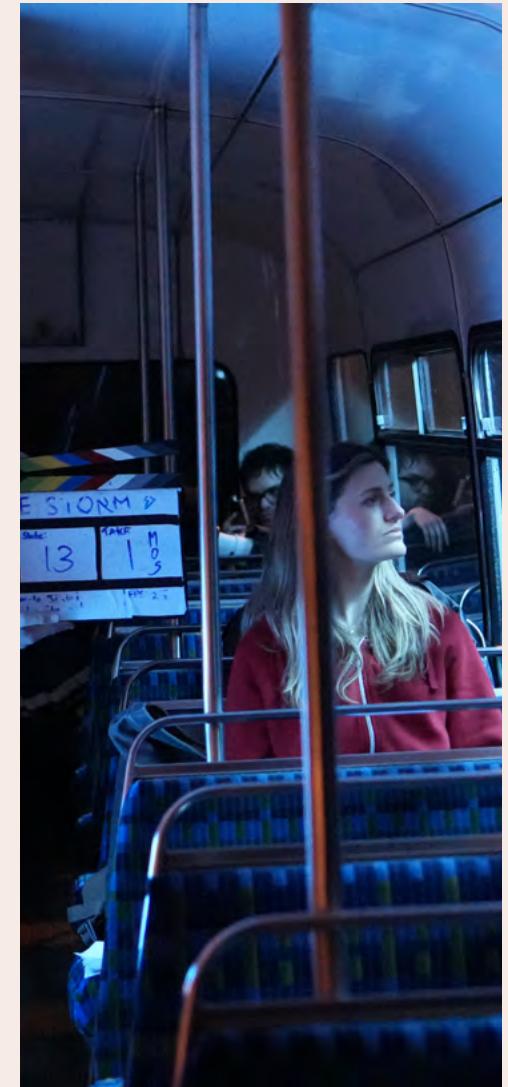


Relationship management

- Build relationships with current and new trust funders to ensure long term support.
- Attend events to cultivate and steward Trusts and Foundations.
- Work closely with Senior Volunteers to utilise their networks, endorse applications and be advocates for fundraising.
- Ensure all Trusts and Foundations are appropriately stewarded, thanked and acknowledged appropriately.

Monitoring and reporting

- Ensure Financial Planning sheets and CRM/ Database records are consistent and up to date for agreed caseloads.
- Keeping the donor database up to date.
- Write compelling and effective reports for funders, and ensure agreed KPI's are communicated.
- Ensure that all required grant reporting is delivered to the highest standards and on time, supporting the development of robust evaluation processes with colleagues where needed.



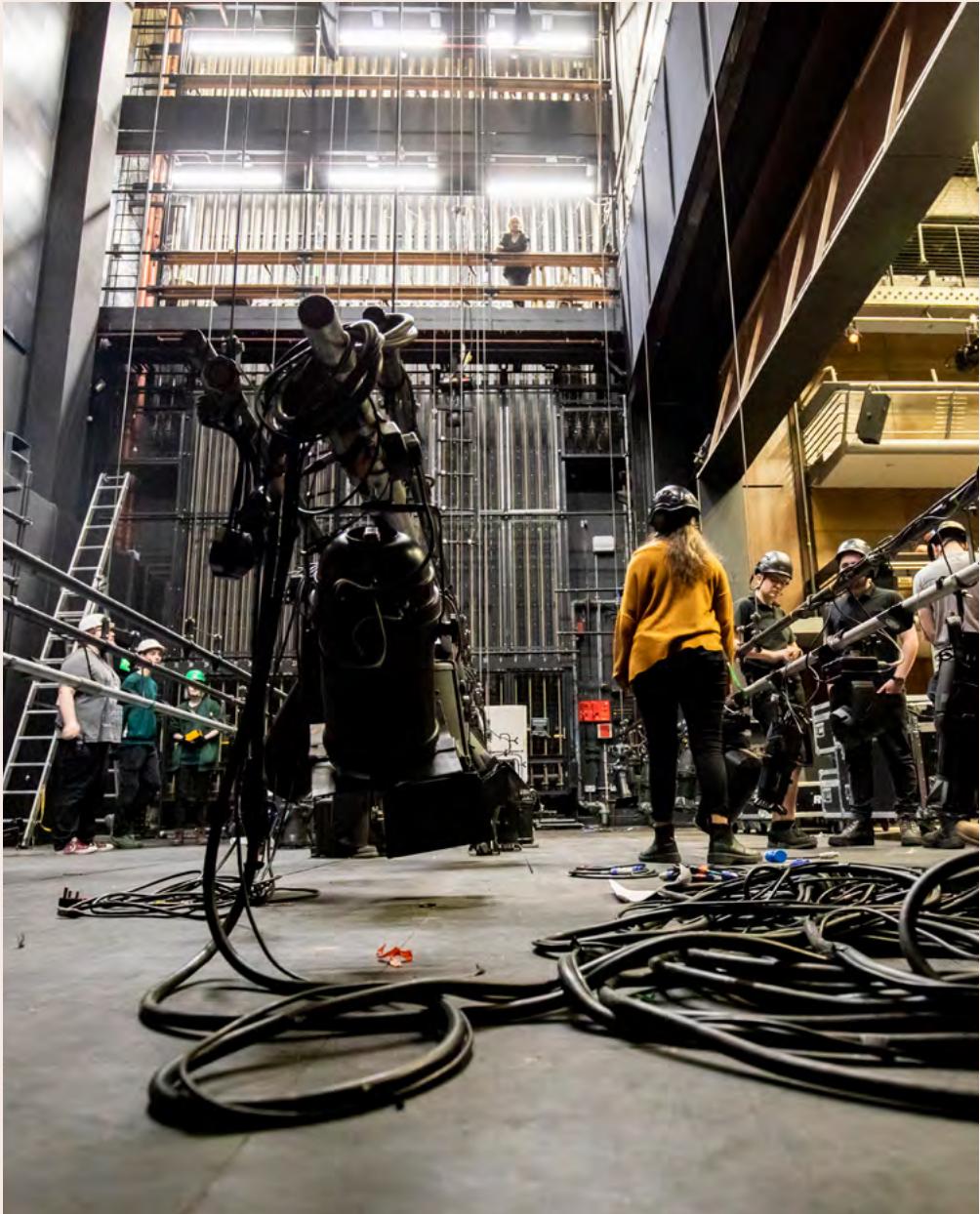
Processes, CRM and GDPR

- With the Development Team, support the continued introduction of a data-informed approach to fundraising to ensure we engage with funders according to their giving level and in support of the wider strategic fundraising plan.
- Develop, in consultation with the Director of Philanthropy & Alumni Engagement and wider team, best practice operating processes and procedures for the department.
- Demonstrate excellent record-keeping on the CRM (Spektrix).
- Ensure communications are in line with RADA Privacy Policy and GDPR regulations.

General

- Take an active role in the Development Team by contributing to the wider departmental plans and fundraising strategy, as appropriate.
- Take on any additional duties and responsibilities that may be reasonably expected within the terms of contract.
- Contribute to the development and culture of RADA.
- Keep abreast of good practice in Trust and Foundation fundraising in the higher education and arts sectors along with funding initiatives and government policies and changes.
- Attend RADA training and staff events as and when required.
- Promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with GDPR regulations regarding protecting personal data.
- Comply with Health and Safety legislation and ensure you are up to date with RADA's Health and Safety Policy.

By accepting a role at RADA, you are acknowledging a commitment to RADA's values and mission, and a willingness to contribute to the ongoing development of the same.



Person Specification

Experience and knowledge:

Essential

- Demonstrable experience of successful fundraising from Trusts and Foundations ideally from within an arts/cultural or Higher Education context
- Experience of securing multi-year grants of five-figure sums and above.
- Experience in prospect research.
- Experience managing and developing relationships with Trusts and Foundations.
- Experience preparing fundraising applications and developing compelling proposals.
- Experience in creating donor reports and working closely with other departments.
- Experience of maximising donations from an existing portfolio of Trusts and Foundations.
- Experience of generating 'new business' from Trusts and Foundations.
- A working knowledge of how to work effectively with senior volunteers.
- An understanding of budgets and reporting financial performance against targets.

Desirable

- Experience of using Spektrix.
- Demonstrable interest in theatre and the dramatic arts.
- Knowledge of the issues affecting the cultural and/or Higher Education sector particularly from an income generation perspective.
- Experience of working with Marketing teams or external designers to create materials as needed.

Skills, abilities and attitudes

- Confidence in writing proposals and funding applications.
- Communicating clearly and persuasively, verbally and in writing, with excellent attention to detail.
- Self-motivated and a willingness to support others in the team when needed.
- Good numeracy skills.
- Excellent eye for detail and to ensure high standards whilst working under pressure.
- Ability to work strategically and manage multiple tasks simultaneously and to work to deadlines.
- Committed and driven.

- Approachable and personable team player.

- Diplomatic, enthusiastic, resilient and confident at dealing with people at all levels.

- A strong commitment to RADA's values and mission
- Results-oriented with the ability to navigate areas that are new or ambiguous without losing momentum



Terms

The salary for this role will be in the range of £40,000-£45,000 per annum.

- Working hours are 37.5 hours per week plus occasional evening and weekend work.
- While we are advertising the role as a full-time position, we would be open to applications from candidates who are seeking a 0.8FTE post, or similar flexibility around parental or caring responsibilities.
- We offer hybrid working - the current team work 2+ days per week from the RADA London office.

The broader package includes:

- Generous annual leave entitlement of 30 days' annual leave plus statutory, rising a day a year to 35 days
- Defined contribution pension via auto-enrolment with Legal and General
- Death in service payment
- Occupational sick pay (based on length of service)
- Free eye tests
- Access to RADA Business open courses
- Free tickets for RADA student productions
- Free access to RADA library Cycle to work scheme Interest free season ticket loan
- Interest free season ticket loan
- Professional development opportunities

Equity, diversity and inclusion

We are very interested in hearing from Black, Asian, and Global Majority candidates as well as candidates who identify as D/deaf or disabled, who are under-represented at this level at RADA. We are committed to becoming an anti-racist institution and supporting candidates in their positions, ensuring that the workplace is safe and inclusive for all.

We are taking positive action by guaranteeing an interview to any applicant who self-identifies as being from a Black, Asian or Global Majority background, and/or who self-identifies as D/deaf or disabled, and has experience as a development department lead or deputy lead in the cultural and Higher Education sectors. If you regard yourself as having these characteristics, please state so clearly on your supporting statement.

If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure our interview process is accessible for you.



Next steps

How to Apply

Applications should include:

1. A comprehensive curriculum vitae (up to 2 pages) giving details of relevant achievements in recent posts as well as your education and professional qualifications and contact details.
2. A covering letter (up to 2 pages) that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. A separate document with names and contact details of 2 referees, together with a brief statement of the capacity in which they have known you. Please note we will not contact your referees without your express permission.

For further information, key dates, and to upload your application via our website portal, please visit: <https://richmond-associates.com/job/tm-rada/>

Receipt of your application will be acknowledged by our team as soon as possible.

Please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

In case of any technical difficulties, please contact us using the details on the last page of this pack.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Richmond Associates.

Interviews with RADA will take place in **mid-late January 2025**.

The closing date for applications is 09:00 on Monday 12 January 2026.

Get in touch!

✉ info@richmond-associates.com
📍 Berkeley Suite, 35 Berkeley Square, London, W1J 5BF, United Kingdom
☎ +44 (0) 20 3617 9240

Useful links

Apply:

<https://richmond-associates.com/job/tm-rada/>

RADA website: [RADA](#)

Further information on fundraising at RADA: [Support us — RADA](#)