

CREATING  
EXTRAORDINARY  
DANCE

PHOENIX  
DANCE  
THEATRE

Phoenix Dance Theatre  
Fundraising Executive  
December 2025



Phoenix Dance Theatre is seeking a Fundraising Executive to support the delivery of the fundraising strategy for the company and to contribute to 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 Head of Fundraising, you will secure funds for our world-renowned artistic delivery and our award-winning learning and development work. You will support all fundraising activity, with a focus on securing corporate sponsors, developing a major donor programme, building out our regular giving/membership scheme, and rolling out a stewardship and recognition programme.

This is an exciting opportunity for an individual with a background or interest in fundraising through corporate sponsorship and major gifts. 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: £24,500 - £28,500 (pro rata)

Hours: 21 hours / three days per week

Location: Phoenix Dance Theatre, LS2 7PA

Contract type: Permanent

**Application deadline:** By 9am on Monday 26 January 2026 (Please note that we will be contacting applicants following the deadline and not before)





### 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](http://www.phoenixdancetheatre.co.uk).



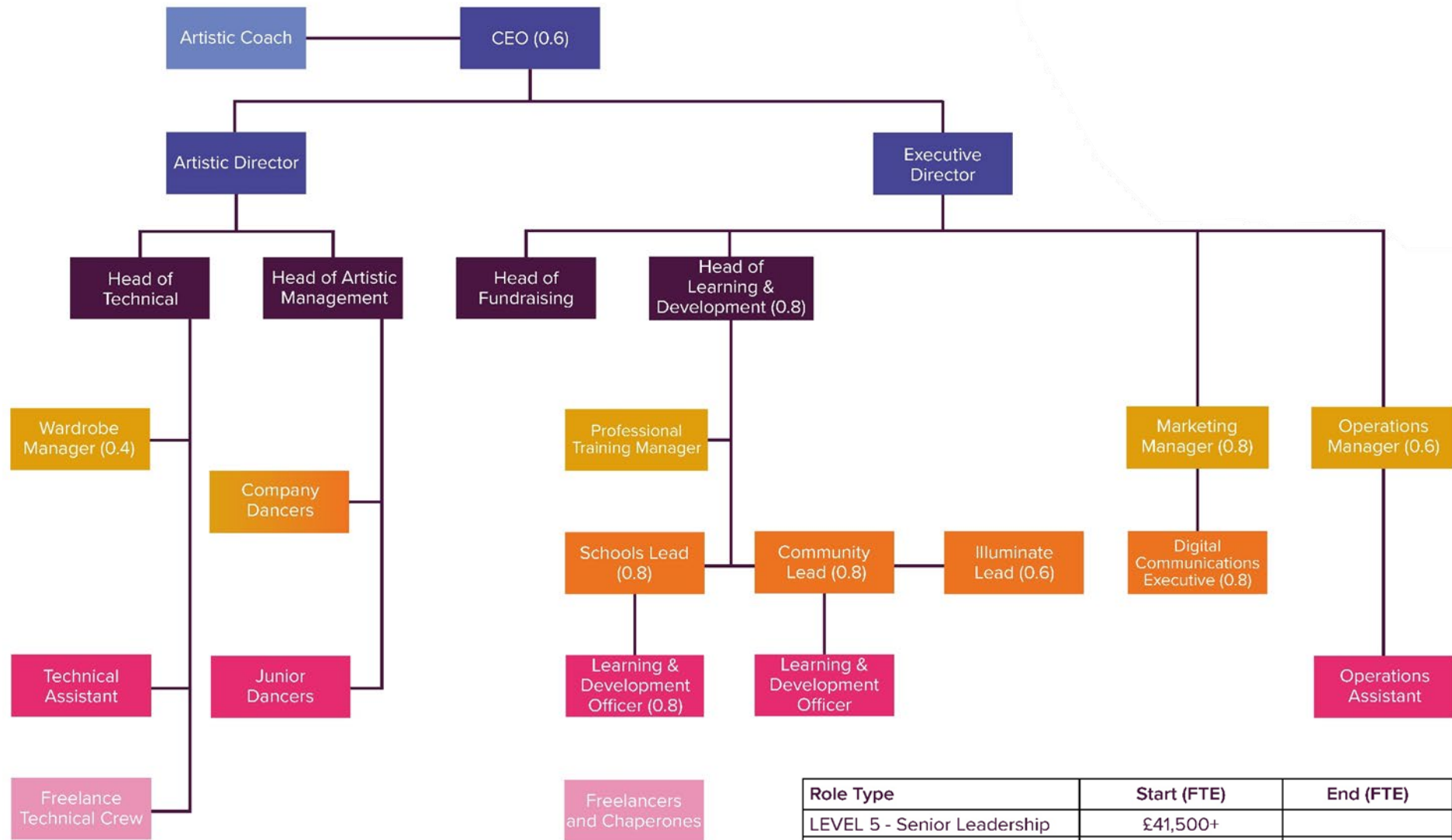


Our values underpin everything we do and help define the culture we actively work to create:

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	

## **Fundraising Executive Job Description**

Job purpose – why do we need you?

Reporting to the Head of Fundraising, the Fundraising Executive will support delivery of the annual fundraising target of circa £500k (of which £160k is already committed for 2026/27). You will work innovatively to generate new sources of income for Phoenix, including corporate partnerships, to enable us to increase our creative freedom.

Key internal relationships – who will you be working with?

- Reports to the Head of Fundraising.
- Works closely with colleagues in Learning & Development, Marketing & Communications, Operations and the Artistic team.

Key external relationships – which relationships will you manage?

- Donors/potential donors, both individuals and organisations.
- Donor intermediaries – Family Offices, Family Office Service Providers, Philanthropic Offices at major Banks.
- Partner organisations.
- Fundraising consultants/freelancers.
- Suppliers (e.g. Just Giving).

## **Main responsibilities – what will you do day to day?**

- Build positive relationships with key individuals (donors, individual prospects, fundraising volunteers, trust administrators, influencers etc.), getting out to as many meetings as possible each week.
- Create engaging and effective communications (proposals, mailings, applications, pitches etc.).
- Securing income towards the in-year revenue budget.
- Continually develop the prospect pipeline by identifying potential new and repeat supporters through independent research and conversations with Trustees and supporters.
- Proactively identify new income opportunities, including innovative new models and approaches.
- Carry out in-depth prospect research to support approaches.
- Maintain and manage records that relate to donor relationships and provide financial reporting and other management information on a timely basis (using the Salesforce based database).
- Ensure appropriate stewardship programme is in place, reporting requirements are met, and donor satisfaction is high.
- Project manage donor engagement/stewardship events.
- Support the production of regular reports on activity for the Board of Trustees, quarterly budget reforecasts and any other reporting requirements as needed.
- 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.



## **Fundraising Executive 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

- £24,500 - £28,500 pro rata
- 21 hours / 3 days per week
- Based at Phoenix Dance Theatre, LS2 7PA
- 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

- submit a short, written expression of interest (maximum one side of A4) OR video application of up to 5-minutes in length
- provide your CV
- provide contact details of two referees who would be willing to comment on your suitability for the role

to Janah Smith, Operations Assistant [janah.smith@phoenixdancetheatre.co.uk](mailto:janah.smith@phoenixdancetheatre.co.uk)

Accessibility is incredibly important to us at 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](http://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 26 January 2026

1<sup>st</sup> Interviews: w/c 2 February



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

