

TRINITY LABAN

Researcher and Corporate Development Manager

Fixed Term (by end of July 2027), Part time (0.8 FTE)

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TRINITY LABAN

Researcher and Corporate Development Manager

Contract: Fixed Term (by end of July 2027), Part time (0.8 FTE)

Salary: Equivalent of up to £42,853 p.a. pro rata (Including LWA)

We are seeking a driven and resourceful Development Manager to join our small, ambitious team. The postholder works under the direction of the Head of Philanthropy and Corporate Development who oversees the strategic planning and professional standards of the Development team. This is a new role in addition to a small team of three, giving the postholder opportunities for growth and self-initiative. This is an exciting time to join the department due to a growth phase and an upcoming high-profile fundraising campaign.

This is a hands-on role combining fundraising research, corporate donor development, lead generation and proposal writing. You will play an important role in identifying potential supporters, developing compelling funding opportunities and helping turn relationships into meaningful partnerships.

The ideal candidate will have a minimum of 3 years of relevant fundraising experience, ideally with exposure to corporate fundraising, sponsorship or partnership proposals development. You will be a confident researcher and writer who can work independently, spot opportunities and take ownership, while also being a collaborative and supportive member of a small team.

An interest in the performing arts and the wider cultural sector is highly desirable. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

Advert inclusion

Trinity Laban welcomes applications from people of all backgrounds and experiences. We are particularly keen to encourage interest from people with disabilities, LGBTQIA+, Black, Asian, and other global majority backgrounds who are currently under-represented at Trinity Laban. In recognising the positive value of diversity, we want to better reflect and understand the communities we exist to serve.

Trinity Laban is committed to upholding the principles of freedom of speech and academic freedom within the law. We value open, respectful debate and encourage the exchange of diverse ideas and perspectives. All employees are expected to contribute to an inclusive environment where differing views can be expressed and discussed constructively, in line with our organisational values and legal obligations.

If you think this might be just the job for you, please register an account with our eRecruitment system and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.

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Closing Date: 23:59 hours BST, Thursday 12 November 2026 (No Agencies)

Interview Date: Monday 23 November 2026

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on: staffrecruitment@trinitylaban.ac.uk

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

Job Description

Post:	Researcher and Corporate Development Manager
Department:	Development, Corporate Affairs
Reporting to:	Head of Philanthropy and Corporate Development
Grade:	Equivalent of up to £42,853 p.a. pro rata (Including LWA)
Contract:	Fixed Term (by end of July 2027), Part time (0.8 FTE)

PURPOSE OF ROLE:

- Research and identify prospective funders, corporate donors and strategic partners.
- Generate and qualify leads to build a strong pipeline of potential supporters.
- Develop prospective relationships and identify opportunities to turn engagement into meaningful partnerships.
- Create compelling funding opportunities tailored to prospective supporters and organisational priorities.
- Write high-quality proposals and funding materials that communicate impact, value and partnership opportunities.
- Build excellent working relationships with other departments and our students, including close liaison with Communications and Performance teams
- Support the team to achieve the Development team's annual income targets

Main duties

Fundraising & Lead Generation

- Build and maintain a strong pipeline of prospective funders: Research and identify prospective corporate donors, sponsors, foundations and other potential funding partners.
- Research organisations to understand their priorities, giving programmes, CSR/ESG objectives and potential alignment with our work.
- Identify new fundraising opportunities, partnerships and corporate engagement possibilities.

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- Maintain accurate records of prospects, approaches, communications and funding outcomes.
- Support the development of long-term relationships with existing and prospective donors.

Proposal Writing & Applications

- Write high-quality, compelling funding proposals, sponsorship approaches, case-for-support documents and tailored donor communications.
- Adapt proposals and messaging to reflect the interests and priorities of individual funders and corporate partners.
- Research and gather relevant internal information, impact data and supporting evidence for applications.
- Coordinate input from colleagues to ensure proposals are accurate, persuasive and submitted on time.
- Help develop and continually improve fundraising materials, templates and case studies.

Research & Strategy

- Conduct detailed research into prospective donors and organisations.
- Track trends in corporate giving, sponsorship and philanthropy relevant to the performing arts.
- Help identify potential introductions, networks and relationship-building opportunities.
- Contribute ideas to the wider fundraising strategy and identify ways to diversify income.

Team Collaboration

- Work closely with the wider team to understand artistic projects, programmes and their funding requirements.
- Bring a proactive, solutions-focused approach to a fast-moving small-team environment.
- Share ideas, knowledge and research with colleagues.
- Take ownership of projects while knowing when to seek input or support, including monitor and report on the postholder's fundraising pipeline and progress against targets.

Other

We are looking for someone who is:

- An excellent researcher — able to find relevant information, identify patterns and turn research into actionable leads.
- A strong writer — able to communicate clearly, persuasively and with an appropriate tone for different audiences.
- Commercially aware — able to understand what motivates corporate organisations and identify mutually beneficial partnership opportunities.
- Driven and proactive — you see an opportunity and bring the team together to pursue it.
- Independent-minded — comfortable working autonomously, prioritising your workload and finding solutions.
- Collaborative — you enjoy working closely with others and understand that great fundraising is a team effort.
- Adaptable and flexible — comfortable with changing priorities and flexible working patterns.

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- Highly organised — able to manage multiple prospects, deadlines and applications without losing attention to detail.
- Curious about the arts — ideally with a genuine interest in the performing arts and the impact of culture.

Higher education (Freedom of Speech) act 2023

Trinity Laban is committed to securing freedom of speech and academic freedom within the law as outlined in the Freedom of speech code of practice. We actively promote the open exchange of ideas, recognising that free speech is strengthened, not weakened, by vigorous discussion of opposing perspectives in a civil, respectful, and peaceful manner. All members of our community should feel empowered to consider and discuss contentious issues, assured that they will be treated with dignity and respect.

The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be available for regional or overseas travel from time to time*

Offers of Employment

- *All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.*
- *If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.*
- *Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants are eligible for sponsorship under the Skilled Worker route.*

Referees:

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

Conservatoire Values:

All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at <https://www.trinitylaban.ac.uk/about-us/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

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Researcher and Corporate Development Manager Person Specification

Criteria	Specification	E/D	Measured By
Education / Qualifications	<i>Educated to degree-level or with equivalent experience</i>	<i>Essential</i>	<i>Application</i>
Experience	<i>3+ years of experience in fundraising, development, philanthropy, partnerships or a related field.</i>	<i>Essential</i>	<i>Application</i>
	<i>Experience researching and identifying prospective funders or partners</i>	<i>Essential</i>	<i>Application and Interview</i>
	<i>Experience of corporate fundraising or working with corporate donors/sponsors</i>	<i>Essential</i>	<i>Application and Interview</i>
	<i>Strong proposal, bid or application writing skills</i>	<i>Essential</i>	<i>Application and Interview</i>
	<i>Experience within the performing arts, cultural, creative or charitable sectors</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Experience working within a small or entrepreneurial organisation</i>	<i>Desirable</i>	<i>Interview</i>
Knowledge / Understanding	<i>Knowledge of CSR, ESG and corporate social impact programmes</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Existing networks within the corporate, philanthropic or cultural sectors</i>	<i>Desirable</i>	<i>Interview</i>
Skills and Abilities	<i>Excellent written and verbal communication</i>	<i>Essential</i>	<i>Application and Interview</i>
	<i>Confidence using databases, CRM systems, spreadsheets and online research tools</i>	<i>Essential</i>	<i>Application and Interview</i>
Personal Qualities	<i>Excellent interpersonal skills</i>	<i>Essential</i>	<i>Application and Interview</i>
	<i>Enjoys working as part of a team</i>	<i>Essential</i>	<i>Interview</i>
	<i>Good at problem solving</i>	<i>Desirable</i>	<i>Interview</i>
Special Working Requirements	<i>The ability and willingness to attend meetings and events outside normal working hours</i>	<i>Essential</i>	<i>Interview</i>

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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Conditions of Service Summary & Staff Benefits

Contract:	<i>Part-time, Fixed term (July 2027) ,subject to a 3-month probationary period.</i>
Hours:	<i>28 hour per week 0.8 FTE, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend work will be required during busy periods, for which time off in lieu will be given.</i>
Location:	<i>You will be based at the King Charles Court, Old Royal Naval college but may also be required to work at the Laban building, Creekside.</i>
Salary:	<i>Trinity Laban Staff Salary Scale, Grade 6, equivalent of up to £42,853 p.a. pro rata, inclusive of a London Weighting Allowance of £4,405 p.a. pro rata. Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>
Holidays:	<i>25 days pro rata, in addition to Statutory, Bank and Public Holidays</i>
Sick Pay:	<i>Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.</i>
Pension Scheme:	<i>The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.</i>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
Eye Care:	<i>Vouchers for eye tests are available for VDU users.</i>
Health:	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>

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Cycle to Work: *A cycle to work scheme is operated*

Give as you earn: *A give as you earn scheme is operated.*

Information on Trinity Laban

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London and regularly perform at its leading venues. To find out more, visit www.trinitylaban.ac.uk