Northern Ballet

Candidate brief for the position of

Development Executive

August 2026

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Cover: Northern Ballet dancers in *Gentleman Jack*. Photo Emily Spencer.
Above: Helen Bogatch and Filippo Di Vilio in *Romeo & Juliet*. Photo Kyle Baines.

Who we are

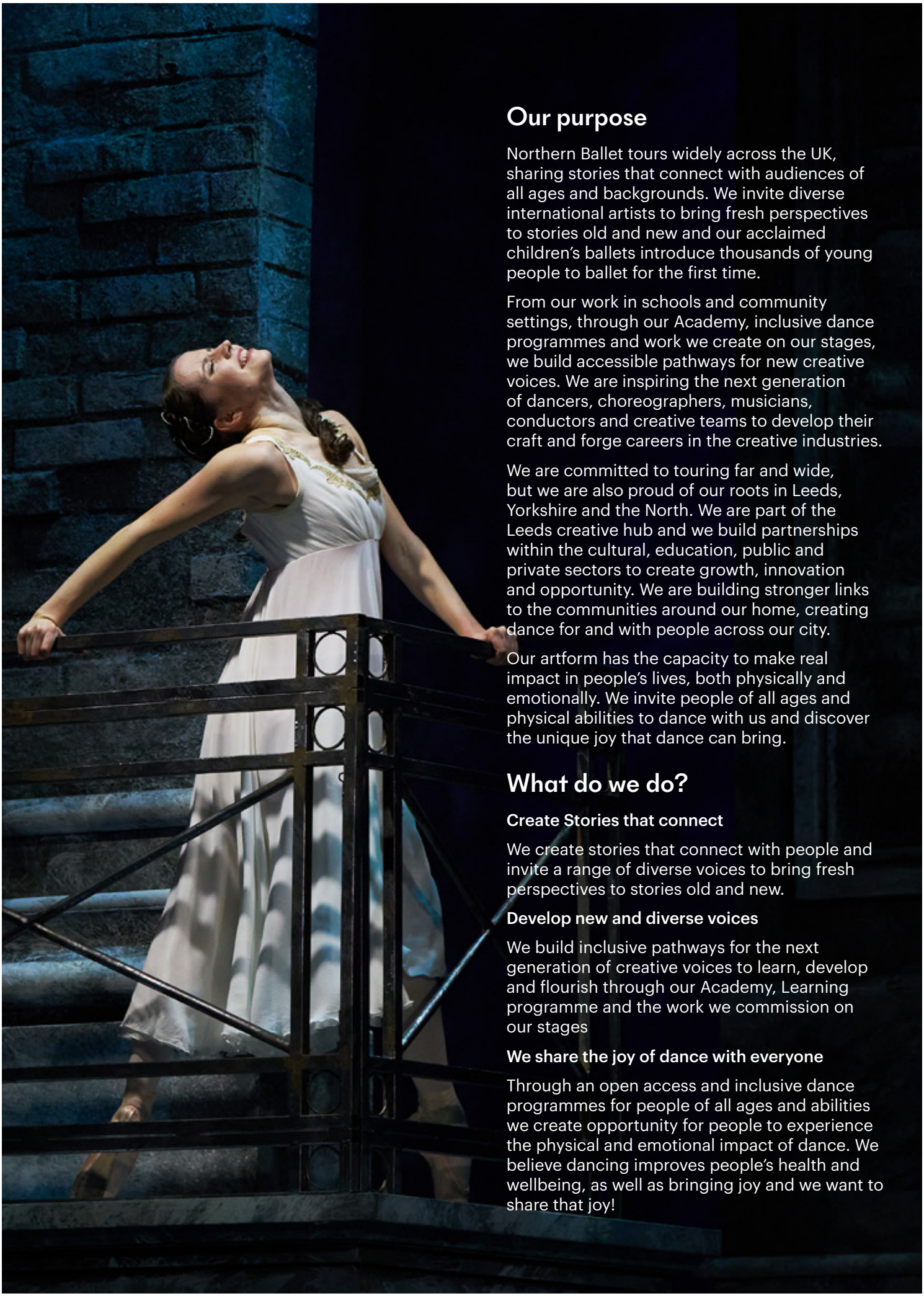
Northern Ballet is a powerhouse for inventive dance, creating and touring narrative dance at various scales nationally and internationally. Bold and confident in our approach, we engage, involve and move our audiences. We reach a diverse range of people through passionate storytelling, a mastery of classical dance technique and an absolute commitment to our leading role as an international ambassador for world-class dance.

Based in Leeds with a major presence in the city, Northern Ballet tours widely across the UK, creating full-length narrative ballets, mixed repertoire, and productions specifically for children.

We have our own studio theatre in our purpose-built facility in the city centre, programming dance from UK and International companies. Our programme is supported by a wide reaching learning programme and professional training routes provided by our Academy.

Northern Ballet is a registered charity, benefiting from regular funding from Arts Council England (ACE). This is an exciting time for the Company as we embrace the Arts Council's Strategic Framework 2026, while developing our new five-year vision and strategy.

We are also proud to receive support from Leeds City Council and to play a key role in Leeds's vibrant cultural offering. With a strong foundation, clear ambition and experienced leadership, Northern Ballet is well positioned to build on its achievements and take the Company to new heights of success.



Our purpose

Northern Ballet tours widely across the UK, sharing stories that connect with audiences of all ages and backgrounds. We invite diverse international artists to bring fresh perspectives to stories old and new and our acclaimed children's ballets introduce thousands of young people to ballet for the first time.

From our work in schools and community settings, through our Academy, inclusive dance programmes and work we create on our stages, we build accessible pathways for new creative voices. We are inspiring the next generation of dancers, choreographers, musicians, conductors and creative teams to develop their craft and forge careers in the creative industries.

We are committed to touring far and wide, but we are also proud of our roots in Leeds, Yorkshire and the North. We are part of the Leeds creative hub and we build partnerships within the cultural, education, public and private sectors to create growth, innovation and opportunity. We are building stronger links to the communities around our home, creating dance for and with people across our city.

Our artform has the capacity to make real impact in people's lives, both physically and emotionally. We invite people of all ages and physical abilities to dance with us and discover the unique joy that dance can bring.

What do we do?

Create Stories that connect

We create stories that connect with people and invite a range of diverse voices to bring fresh perspectives to stories old and new.

Develop new and diverse voices

We build inclusive pathways for the next generation of creative voices to learn, develop and flourish through our Academy, Learning programme and the work we commission on our stages

We share the joy of dance with everyone

Through an open access and inclusive dance programmes for people of all ages and abilities we create opportunity for people to experience the physical and emotional impact of dance. We believe dancing improves people's health and wellbeing, as well as bringing joy and we want to share that joy!

Dominique Larose in *Romeo & Juliet*.
Photo Kyle Baines.

A Centre of Excellence

Northern Ballet is one of the world's leading narrative ballet companies.

'A Company that boasts the best dance actors in the world.'

Dance Europe

Winner of the FEDORA - VAN CLEEF & ARPELS Dance Prize 2025 for *Gentleman Jack*

'Northern Ballet is back with a bang'

The Telegraph on *Dangerous Liaisons*

★★★★

'Northern Ballet has never been a company to shrink from a challenge'

The Telegraph on *The Great Gatsby*

Nominated Outstanding Company at the National Dance Awards for 7 years running

Nominated for Excellence in Touring

UK Theatre Awards 2022

Nominated Outstanding Male Classical Performance for Joseph Taylor in *Casanova*

National Dance Awards 2022

Nominated Outstanding Achievement in Dance for Sarah Chun in *Three Short Ballets* at the Royal Opera House

Olivier Awards 2025

Aerys Merrill.
Photo Guy Farrow.

Diversity & Equality

We are proud that 40% of our dancers are from global majority backgrounds and we continue to seek opportunities to further increase diversity throughout the whole Company. We continue with our long term strategy by developing the 'Spotted!' programme at local schools to ensure any child with the potential to pursue a career in ballet is nurtured and supported to do so.

We work to an accessible pricing structure in all venues, with premium tickets available alongside entry prices of around £15. Our Children's Ballets continue to be priced accessibly to reduce barriers to attendance, with an average ticket price currently of around just £7.

We offer accessible performances for visually impaired patrons through audio described performances in partnership with VocalEyes.

We continue to deliver relaxed performances of Children's Ballets in the Stanley & Audrey Burton Theatre and work with partner venues to encourage and support them to do the same.

At our state-of-the-art studios we deliver Ability, our dance course for adults with learning disabilities and In Motion, our dance course for wheelchair users and each year we hold *Expressions*, our festival of inclusive dance.

The Academy of Northern Ballet

We offer opportunities for people from all walks of life and of all ages and ability to experience the joy and excitement of dancing. Our Centre for Advanced Training (CAT) delivered in partnership with the Northern School of Contemporary Dance, continues to grow and proves highly successful in providing high quality dance training to young people enabling them to succeed in entering vocational training. CAT graduates from the ballet strand have continued onto training at the Royal Ballet Upper School, English National Ballet School, Central School of Ballet, Royal Conservatoire of Scotland, Elmhurst, the School of Hamburg Ballet and National Ballet of Canada School.

Our Associate Division offers training in classical and contemporary dance and is a less time intensive course with less focus on progression to a career in dance.

Our MA Classical Ballet Performance is an exciting one-year classical ballet finishing course designed to make the connection between full-time training and professional performance.

We also offer a range of Open Classes to children, young people and adults of all backgrounds and ability.

Websites for Further Information

northernballet.com

digitaldance.org

northernballet.com/academy

The Academy of Northen Ballet.
Photo Justin Slee.

Northern Ballet Learning

Our Learning Team is committed to creating opportunities for people of all ages and backgrounds to experience and learn about dance. We work in schools, theatres, and community settings across the UK to bring the joy of ballet to as many people as possible. From talks at theatres, to regular weekly specialist dance classes, the team works tirelessly to make ballet accessible to all.

We work in schools to support and encourage an active and creative approach to the curriculum, using the Company's narrative dance works as a tool to develop children's physical and emotional wellbeing through projects such as Rise. Our Early Years work is well-established and uses popular stories to encourage creative movement-play with music. We also support teachers and dance practitioners to develop their skills through regular CPD sessions and a range of resources to support the teaching of dance.

Inclusive Dance Practice is key to our success; the team have developed inclusive pedagogy across our output to ensure our teaching methodology is world-class, leading the way in making ballet more accessible. Our specialist courses include Ability, a dance course for adults with additional learning support needs and In Motion, a course for wheelchair users. Each year we host *Expressions* – a festival of inclusive dance, bringing professional and community dance groups together to perform, learn, and share their passion for dance.

We believe that everyone can enjoy dance. Whether watching or joining in, experienced, or brand new to ballet – all our work is designed to be fun, creative, and inclusive.

Photos Emily Nuttall, Ant Robling and Gavin Joynt.

The Role

Job Title:
Development Executive

Department:
Development

Location:
Based in Leeds

Responsible to:
Director of Development

We are seeking an organised, proactive and detail-oriented Development Executive to join our fundraising team, where you will play a key role in helping to grow support for our work.

This is an exciting opportunity for someone with experience in administration, fundraising or customer services who is looking to build their career within a leading arts organisation. The role sits at the heart of the Development team and is critical to ensuring the smooth operation of the team and our supporter stewardship.

You will bring excellent organisational skills, attention to detail and a commitment to collaborative working and high professional standards. As part of a small, dynamic and purpose-driven team, you will develop and deliver a range of giving schemes, help maintain our donor database and support the coordination and delivery of a diverse programme of supporter events. This is a role with real potential; you will learn, grow, and see your work make a meaningful and visible impact.

As Development Executive you will:

- Support the development, growth and smooth running of our individual giving schemes, with a particular focus on lower level giving and our Patron scheme.
- Work alongside colleagues to deliver supporter events in Leeds and at venues across the UK.
- Research and collate data to support our fundraising activities and reporting requirements.
- Support the smooth running of the Development department, including daily administration of team activities and our CRM database (Spektrix).
- Be supported with a training programme to develop your skills as an arts fundraiser.

Why Join Us?

As part of a small, ambitious and collaborative team, your work will play a vital role in helping Northern Ballet grow philanthropic support and deliver meaningful impact.

This role offers an excellent opportunity to develop specialist expertise in fundraising within a nationally recognised cultural organisation. You will gain experience across all aspects of development activity while playing a central role in supporting donor relationships, fundraising growth and organisational success.

Key Responsibilities

Fundraising and Supporter Experience

- Manage the administration and ongoing stewardship of Northern Ballet's Patron programme, working closely with the Philanthropy Manager, to meet and, where possible, exceed annual membership targets.
- Support the delivery and growth of our lower level giving activities.
- Coordinate stewardship activity, ensuring our supporters receive excellent care and recognition.
- Maintain stewardship plans, ensuring key communications, benefits and deliverables are completed on time.
- Oversee all stewardship activities relating to dancer sponsorship programmes, including supporter communications, acknowledgment, visits and engagement opportunities.
- Draft and send thank-you emails, letters, gift acknowledgements and other supporter communications.
- Support the preparation of supporter communications, updates and impact reporting.
- Support the delivery of fundraising campaigns and appeals.
- Ensure compliance with GDPR, HMRC requirements and fundraising best practice.

Events and Relationship Management

- Support the Events & Partnership Manager in the delivery of a programme of donor cultivation, stewardship and fundraising events.
- Assist the coordination of guest lists, invitations, bookings, event logistics and supporter communications.
- Arrange meetings, donor visits, rehearsals, backstage experiences and other supporter engagement opportunities.
- Welcome and host supporters at rehearsals, events and performances as required.

CRM Administration

- Act as the primary administrator for the Spektrix CRM system, ensuring accurate, timely and consistent data management.
- Maintain supporter, donor and prospect records in line with organisational policies and best practice.
- Process and administer donations, memberships, sponsorship income and grants from trusts & foundations, ensuring appropriate coding, acknowledgement and recognition.
- Support data cleansing, segmentation and reporting to improve fundraising effectiveness.
- Ensure compliance with GDPR, HMRC requirements and fundraising best practice.

Trusts, Foundations and Prospect Research

- Support the Head of Trusts and Foundations with prospect research.
- Collate organisational information, case studies, statistics and supporting materials for funding applications and reports.

Administration and Team Support

- Manage ticket holds, allocations and supporter bookings.
- Provide high-quality administrative support across all areas of Development activity.
- Support the delivery of departmental KPIs, reporting requirements and fundraising objectives.
- Work within the standards and expectations of the Fundraising Regulator and the Chartered Institute of Fundraising.
- Contribute to the ongoing improvement of systems, processes and supporter experience across the Development function.

Other duties

- Attend and support the delivery of performances and events, including regular evening hours and occasional weekend or overnight commitments.
- Work with colleagues across the organisation, building positive relationships and supporting good communication between departments.
- Undertake other duties as may be reasonably required.
- Carry out all duties inline with Northern Ballet's procedures, including; safeguarding, equality, diversity and inclusion, GDPR, finance, environmental policies and health and safety.

Northern Ballet strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce, repertoire and practices. Therefore, we support and encourage people from a variety of backgrounds and experiences to apply. As part of our commitment to the disability confident employer scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you require any adjustment during any stages of our recruitment process, please contact recruitment@northernballet.com and we will be in touch with you to make the necessary arrangements. Some examples of adjustments could include sending documentation in alternative formats such as large print, braille or audio. Adapting the environment for the interview or allowing additional time for you to answer questions.

Person Specification

Essential Skills and Attributes

- Experience working in a customer service, administration or fundraising role.
- Ability to manage multiple priorities and meet deadlines in a fast paced environment.
- Experience working with CRM databases and maintaining accurate records (ideally Spektrix or a similar fundraising CRM).
- Strong IT skills, especially Excel.
- Strong administrative and organisational skills with excellent attention to detail.
- Experience handling confidential and sensitive information.
- Excellent written and verbal communication skills.
- Strong numerical skills and confidence working with data and reports.
- A proactive and solutions-focused approach to work.
- Ability to work independently and collaboratively within a small team.
- Commitment to excellent supporter care and customer service.
- Interest in the arts, culture and philanthropy.

Desirable

- Experience of fundraising within an arts, cultural or charitable organisation.
- Knowledge of fundraising regulations, Gift Aid and donor stewardship practices.
- Experience using Spektrix.

Terms

Salary:
£27,500

Hours:

Our full-time hours are 35 per week. We are open to applications from candidates wanting to work full-time or part-time (e.g. 4 days a week). We are based in Leeds, hybrid working is available.

Annual leave:
25 days (full-time equivalent, pro-rated for part-time roles).

Probationary period:
4 months

Notice period:
6 weeks subject to successfully completing probationary period.

Pension:
The Company operates a group personal pension scheme, with contributions from both the employer and the employee. Current contributions are Employer 5.75%, Employee 4.25%. Permanent full and part time staff are automatically enrolled after 12 weeks in post.

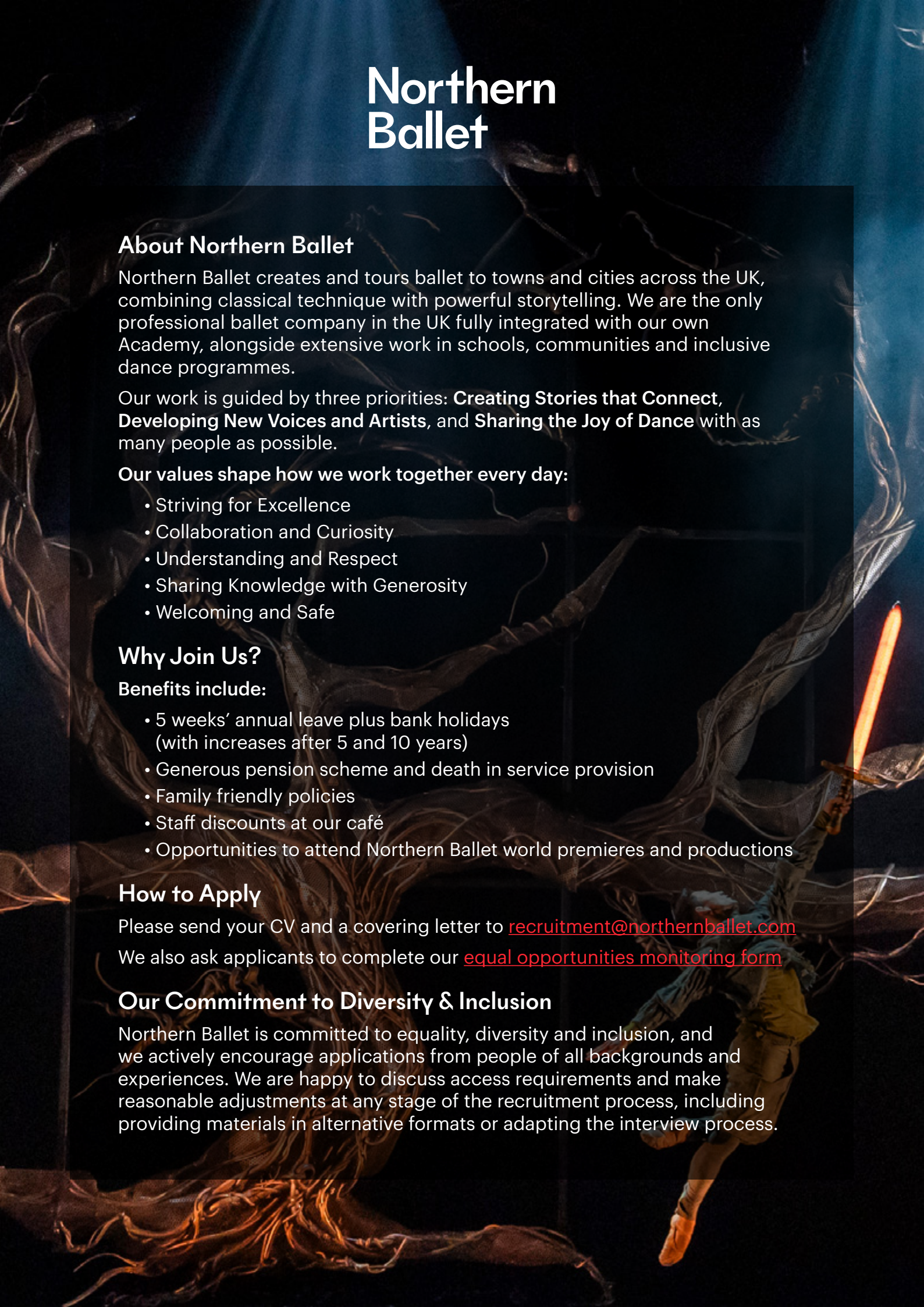
To apply:
Please submit a copy of your CV, along with a covering letter stating why you would like to be considered for this role, to **recruitment@northernballet.com**

Please also complete the **Equal Opportunities form** found on our website.

Closing date for applications:
Thursday 24 September, 12 noon.

Interviews in Leeds:
Wednesday 7 & Thursday 8 October.
Second interviews w/c 12 October.

Estimated start date:
Monday 23 November.



Northern Ballet

About Northern Ballet

Northern Ballet creates and tours ballet to towns and cities across the UK, combining classical technique with powerful storytelling. We are the only professional ballet company in the UK fully integrated with our own Academy, alongside extensive work in schools, communities and inclusive dance programmes.

Our work is guided by three priorities: **Creating Stories that Connect**, **Developing New Voices and Artists**, and **Sharing the Joy of Dance** with as many people as possible.

Our values shape how we work together every day:

- Striving for Excellence
- Collaboration and Curiosity
- Understanding and Respect
- Sharing Knowledge with Generosity
- Welcoming and Safe

Why Join Us?

Benefits include:

- 5 weeks' annual leave plus bank holidays (with increases after 5 and 10 years)
- Generous pension scheme and death in service provision
- Family friendly policies
- Staff discounts at our café
- Opportunities to attend Northern Ballet world premieres and productions

How to Apply

Please send your CV and a covering letter to recruitment@northernballet.com

We also ask applicants to complete our equal opportunities monitoring form

Our Commitment to Diversity & Inclusion

Northern Ballet is committed to equality, diversity and inclusion, and we actively encourage applications from people of all backgrounds and experiences. We are happy to discuss access requirements and make reasonable adjustments at any stage of the recruitment process, including providing materials in alternative formats or adapting the interview process.