

Development & Engagement Manager (20 hours per week)

Reports to: Theatre Manager

Responsible for: Marketing sub-contractors and marketing volunteers

About The Kenton

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £700k+ The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

The Role

The Development & Engagement Manager will grow income and strengthen community relationships for The Kenton Theatre. The role will lead fundraising initiatives, build partnerships with local businesses and supporters, and develop meaningful engagement with schools, community organisations and local audiences. Working collaboratively across the organisation, the role will help ensure the theatre remains a vibrant cultural hub for Henley-on-Thames and the surrounding area.

Main Duties and Responsibilities

Development & Fundraising

- Taking a data-driven approach, support the Theatre Manager and Trustees with the theatre's fundraising strategy identifying fundraising opportunities and devising and implementing strategic campaigns.
- Identify and implement practical income opportunities, such as round-up donations, maximising Gift Aid and testing fundraising messaging at key audience touchpoints.
- Increase engagement through effective use of our ticketing system and Dotdigital in collaboration with the Marketing Manager and Front of House team.

- Plan, promote, deliver and review fundraising events including donor/supporter evenings and community fundraising activities, ensuring events are well organised and provide a positive supporter experience.
- Review, refresh and manage The Kenton's Friends and Patrons scheme, implementing ongoing communications and development campaigns to increase subscription revenue.
- Oversee the work of the Theatre Administrator in relation to the Friends and Patrons scheme.
- Create supporter newsletters, ensuring they act as an effective stewardship tool.
- Maintain and update the fundraising pages on the theatre's website.
- Manage relationships with existing sponsors, ensuring contractual obligations are met and reviewed and ensure partnerships are mutually beneficial.
- Identify and cultivate relationships with local businesses to secure sponsorship, advertising and in-kind support.
- Ensure that the crediting for individual supporters, sponsors and advertisers in brochures, on the website and on any supporter boards are updated and accurate.
- Track and report on fundraising activity and income performance.
- Provide support with applications to trusts and foundations aligned with The Kenton's artistic, educational and community activity.
- Act as the organisational lead on fundraising compliance, ensuring adherence to the Code of Fundraising Practice and maintaining up-to-date knowledge of guidance from the Fundraising Regulator and the Charity Commission for England and Wales.

Community Engagement

- Lead community outreach and engagement activity to strengthen The Kenton's role within the local community.
- Build and maintain partnerships with schools, community organisations and local groups.
- Support with Kenton Carols – the annual Christmas carol concert for local schools at The Kenton.
- Organise consultations and community events that encourage participation and dialogue.
- Contribute to programme development informed by community insight.
- Monitor, analyse and report on engagement data and impact.
- Work with the Theatre Manager and Marketing Manager to produce an annual impact report.

General

- Work closely with colleagues across programming, marketing and Front of House to embed fundraising and engagement opportunities throughout the audience journey.
- Represent The Kenton at community events, networking opportunities and partnership meetings.
- Ensure accurate record keeping and use of CRM systems to support fundraising and engagement activity.
- Undertake other duties as reasonably required to support the work of the theatre, including providing cover for the Marketing Manager during periods of annual leave and other absences.

Organisation Commitments

- Carry out any other task required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Be accountable for yourself and others, in line with our Health & Safety Policy and Safeguarding Policy.
- Contribute to our environmental sustainability goals.
- Undertake relevant training and development as required.

Person Specification

Experience and Knowledge:

- Experience of fundraising, partnerships and/or community engagement, ideally within the arts, charity or cultural sector.
- Confident building relationships with a wide range of people including audiences, businesses, community groups and funders.
- Experience of loyalty schemes and donor pathway development.
- Event management experience.
- Strong written communication skills, particularly for supporter communications.
- Organised, proactive and able to manage multiple projects and deadlines.
- Enthusiastic about the role of theatre in community life and looking to make a meaningful difference in the arts sector.

Desirable skills include:

- Knowledge of ticketing systems such as Spektrix or similar
- Understanding of graphic design.
- Copywriting and proofreading skills
- Experience with WordPress or similar CRM system

Terms and Conditions

Salary:	£15,600 per annum
Hours:	20 hours per week with occasional evening and weekend work when required
Annual Leave:	28 days per annum including Bank Holidays pro rata (rising by one day per year of service to a maximum of 33 days)
Probation:	This post is subject to a six-month probationary period
Contract type:	Permanent
Location:	Based at the theatre with some opportunity for remote working

Application Process

Please email a CV and cover letter to: recruitment@thekenton.org.uk ensuring that **Development and Engagement Manager** is included in the subject line. Please ensure you complete our Equal Opportunities form, which is available on our website, and send this together with your application.

For further information please contact Lottie Pheasant, Theatre Manager at lottie.pheasant@thekenton.org.uk

Deadline for applications: **5pm Sunday 12 April 2026**

We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy earlier than the deadline if a successful candidate is appointed.