

Celebrating

25

Millennium

Forum

Theatre & Conference Centre

Years of Magical Memories

Millennium
Forum

JOB PACK
**Business
Development/Funding
Officer**

About the Millennium Forum

The Millennium Forum is an award-winning theatre, conference centre and community venue in the heart of Derry/Londonderry. Since opening in August 2001, it has grown into one of the North West's leading cultural venues and now welcomes more than 320,000 visitors each year.

The £14 million venue was created following decades of campaigning for a purpose-built cultural facility in the city. Its opening marked an important new chapter in Derry's cultural life, providing a 1,020-seat theatre alongside conference, event and community spaces.

The Forum continues a long theatrical tradition in Derry/Londonderry. Theatre was being performed in the city as early as 1740, and the Millennium Forum is the thirteenth theatre to have been built here. Its location beside the historic City Walls also connects it to an area that was at the centre of the city's artistic and cultural life during the nineteenth century.

Our work extends beyond the presentation of live theatre and entertainment. We deliver creative learning projects that give people opportunities to develop skills, build confidence and take part in performance. These include our annual youth musical and Your Stage, our mental health and performance project.

Accessibility is central to our work. Our Access Programme offers events and activities designed to remove barriers and help more people enjoy the arts, including our monthly Dementia Friendly Tea Dance. Through our performances, projects and community programmes, we aim to create a welcoming venue where everyone can participate in the cultural life of the city.

The Millennium Forum trading as Derry Theatre Trust is accepted as a charity by the Inland Revenue under reference XR16635



Job Overview

DETAIL	INFORMATION
Job title	Business Development/Funding Officer
Department	Development & Creative Engagement
Reports to	Development & Creative Engagement Manager
Contract	Permanent – Full Time
Hours	37 hours per week
Salary	£32,000
Location	Millennium Forum, 3 Newmarket Street, Derry/Londonderry
Closing Date	8th October 2026, 4 pm
Documents Enclosed	Job Description, Person Specification, Monitoring Form



The Role

Post: Business Development/ Funding Officer

Department: Development & Creative Engagement / Marketing Department

Reports to: Development and Creative Engagement Manager

Key Purpose of the Role

The post-holder is responsible to the Development and Creative Engagement Manager for maximising the Millennium Forum's non-trading income, playing a substantial and responsible role in the planning, selling and servicing of sponsorship, advertising and funding from trusts and foundations. This includes:

- Selling and servicing sponsorship, including partnership, building and event sponsorship, publicity materials and website.
- Securing project funding from trusts and foundations.
- Developing and growing corporate group bookings to maximise income through group bookings and corporate entertaining.
- Digital and print advertising sales for the seasonal programmes, website and in-house digital screens.
- Establishing and cultivating partnerships with local businesses through meetings, networking and hosting events.

Sponsorship Sales & Account Management

- Develop and implement a plan to proactively sell sponsorship and corporate hospitality to local and national organisations, while managing and servicing existing sponsors.
- Develop sponsor contracts tailored to each business, including applicable sponsor benefits.
- Coordinate and oversee delivery of all sponsor benefits, including advertising commitments, signage, tickets, corporate entertaining, community outreach and other activations.
- Develop and implement a strong corporate ticket sales programme to ensure the Millennium Forum becomes and remains the premier venue for arts and entertainment.

Strategy & Targets

- In conjunction with the Development and Creative Engagement Manager, agree sponsorship, funding and corporate hospitality targets, and develop sales campaigns to achieve them.

Funding & Grants

- Research and identify relevant trusts, foundations and grant funding streams; independently develop, write and submit funding applications aligned to the Forum's strategic and community priorities.

Content, Digital & Social Media

- Manage and grow business e-zines, and organise content, including the management of business databases and lists.
- Work with designers to create graphics, audio and video for digital and social media channels to promote sponsorship, donorship and advertising, working closely with the Marketing Department.

Events & Networking

- Plan and coordinate sponsorship events and launches, and attend and host networking events to cultivate new business opportunities.

Reporting & Financial Management

- Provide timely, accurate and appropriate reports relating to sponsorship, funding and corporate group bookings, to assist management forecasts, planning and programming.
- Undertake budget planning and financial management in relation to funded projects.

Other Duties

- Undertake such other relevant duties as identified by the Development and Creative Engagement Manager, contributing to the purpose and function of this post.



Person Specification

Essential Criteria/ Experience

A degree in Marketing, Business, Advertising or a related field, with a minimum of two years' employment experience in a B2B sales environment.

Or

A relevant Level 3 qualification (e.g. HNC) or equivalent, with a minimum of three years' employment experience covering the areas below, where a degree is not held.

Project management and organisational skills.

Business-to-business sales and relationship management.

Advertising, marketing and event management.

Creating and delivering persuasive presentations.

Desirable Criteria

Knowledge of making funding applications to trusts and foundations.

Excellent working knowledge of sales and marketing.

A persuasive and influential negotiator.

Full driving licence.

Additional Requirements

Some evening and weekend work will be required to fulfil the duties of this position.

Notes

The postholder should be aware that the responsibilities of the post may be subject to change. The Millennium Forum therefore reserves the right to change the duties of the post by adding to or amending the range of responsibilities. The postholder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

How to apply

Thank you for considering a role with the Millennium Forum. Please read the full job pack before applying.

To apply please send the following:

- Your CV - maximum of two pages,
- One cover page, telling us why you are a good fit for this role.
- Monitoring Form (available from our Careers page of our website or via link – <https://millenniumforum.co.uk/about/careers>)

Please email your CV and cover letter to

recruitment@millenniumforum.co.uk by 4pm on **08/10/26**

The Monitoring Form should be emailed separately to

laoiseachm@millenniumforum.co.uk

Your email subject line should be laid out as follows: [Your Name – Business Development/Funding Officer]

Equal Opportunities - The Millennium Forum is committed to equality of opportunity for all staff, and applications from all sections of the community are welcomed.





Celebrating

25

Millennium

Forum

Theatre & Conference Centre

Years of Magical Memories



MAKING MAGICAL MEMORIES FOR 25 YEARS