

**Ama Ofori-Darko**  
Westdown Road, London, E15 2DA  
07908858635  
[amabiriwaa@gmail.com](mailto:amabiriwaa@gmail.com)

## EXPERIENCE

### **Senior Development Manager, Young Vic 11/04/2023 - Present (Fixed term contract)**

- Collaborated with the Executive Director and Development department to achieve the annual fundraising target.
- Took the lead in securing gifts from Trusts and Foundations by seeking prospects, cultivating relationships, writing applications, receiving funds, and preparing evaluation reports to grow income and innovation, matching levels of ambition across the whole department and organisation.
- Steward a portfolio of current and prospective donors (£500-£100K)
- Lead on moves management plan for major and leadership gifts (10K+, 100K+) in partnership with senior leadership team (Executive Director, and Artistic Director)
- Manage the recording and reporting against major and schematic gifts income and expenditure targets.
- Ensure alignment with organisational policies including due diligence, GDPR and gift ad guidance.
- Provide line management to a small team to achieve objectives on time and effectively.

### **Fundraising Manager, Royal Opera House 02/08/2021- 31/03/2023**

- Delivered and ran successful fundraising campaign's delivering against given targets, c. £930k for 2021/22
- Collaborated with the Senior Philanthropy Manager, to review approaches to philanthropic messaging across the organisation.
- Raised over £1.1m in the 2021/22 season exceeding our fundraising target
- Managed and delivered multiple fundraising draws updating the format leading to exceeding targets
- Solicited major 6 and 7 figure gifts through fundraising campaigns.
- Led my team on a successful Pointe Shoes Appeal. Hitting the target in advance of the closing date. Collaborating closely with principal dancer Anna Rose O'Sullivan
- Coordinated Recovery thank you video with three artists across the ROH
- Transitioned campaign donors to major donors

### **Fundraising Manager, Kiln Theatre 14/12/2020 – 27/07/2021 (Maternity Cover)**

- Successfully ran Zoom supporter's event engaging our Kiln Supporters with Kiln creatives
- Managed the successful reaching of the £70,000 Kiln Community Appeal and the target extension to £100,000.
- Solicited 4 and 5 figure donations
- Successful on sale with fundraising messaging
- Deputised for the Director of Fundraising where appropriate.
- Collaborated with the Director of Fundraising with major gift solicitation
- Grew Kiln's corporate income through a corporate membership scheme.

### **Development Officer, Lyric Hammersmith Theatre 02/09/2019 – 11/12/2020**

- Delivered fundraising targets and maximised raised income from individual and corporate funders and through fundraising events.
- Played a significant role in the organisation and delivery of the Light Up the Lyric fundraising gala in November 2019. Personally looked after Givergy who managed the live and silent auction. Raising over £150,000 at the event.
- Led a successful Big Give Christmas campaign. Raising over £20,000 during giving week.
- Successful cultivation of researched individual prospects into supporters.
- Supported the development of the Development department's trainee (Creative Access Intern) in explaining processes such as mail merges, use of Excel and Spektrix.
- Collaborated with Lyric Senior Volunteers including Trustees, members of the Development Committee and the Corporate Advisory Board to expand networks, and identify and approach prospective supporters.

- Managed the Lyric's membership schemes including Friends, Love the Lyric and Corporate.

#### **Development Office, Donmar Officer**

**01/08/2018 - 29/08/2019**

- Led three successful priority booking periods;
- Recruited over eight hundred new members over the three booking periods between September and April.
- Successfully used dynamic content within Wordfly to streamline our communication to our members regarding new seasons, and renewals.
- Successfully problem solved a previous Gift Aid claim predating my time at the Donmar.
- Trained Development Intern in Development tasks. This included training in tessitura, report taking and event management.

#### **Williams Fellowship Fundraiser, Tate Gallery 30/10/2017- 29/07/2018 (End of Fellowship)**

- Researched potential supporters and allocated these to relevant prospective donor pools.
- Wrote proposals for support, communications, briefing notes and reports
- Gained an understanding of how a complex arts organisation and the wider arts sector operated.
- Researching and presenting findings to the campaigns team, and heads of departments. This information was used to head a new fundraising campaign;
- Writing the spring report for the Tate Foundation to reflect the changes in all four Tate galleries of the past quarter. The document was used to update the Tate Foundation members;
- Created an end of the year summary report for a trust that supports Tate. It documented all the programmes that the Trust had supported;
- Coordinated and administered development events at Tate Modern, Tate Britain and the National Portrait Gallery;

#### **Front of House Usher, Royal Opera House**

**01/09/2014 – 05/02/2018**

- Welcomed and helped visitors, controlled entry into each space and supervised the audience during performances, conferences, functions, and events, ensuring the smooth and efficient running of all the public areas of the theatre during performances, rehearsals, and events.
- Led staff tours on usher recruitment days due to vast knowledge of the Royal Opera House.

#### **EDUCATION:**

2014-2016 Guildhall School of Music & Drama  
Certificate of Higher Education in Music

2011-2013 Newham Sixth Form College  
A Levels: Geography, Music, English Literature and Religious Studies

2005-2011 Coopers Company and Coborn School  
GCSEs: 10 A-C's including Maths, English Language & Literature, Science and French

#### **COMPUTER SKILLS**

- Proficient in using all Microsoft packages
- Experienced using CRM databases

#### **AWARDS/FELLOWSHIPS**

2023 – Current LTC (London Theatre Consortium) MOBO Executive Fellow ([Press Release](#))

#### **VOLUNTEERING HISTORY**

2018 – Current Mentor 2<sup>nd</sup> Williams Fundraising Fellow  
2019 – 2020 START Mentor at Lyric Hammersmith Theatre  
2020 – 2022 Theatre Royal Haymarket Masterclass Trust Youth Board member  
2021 – 2022 Director of Events and Partnerships at Young Arts Fundraisers  
2022 – Current Young Trustee for Spitalfields Music  
2022 – Current Trainee Trustee at Contemporary Art Society  
2023 – Current Advisory Board for Le Gateau Chocolat

#### **REFERENCES AVAILABLE ON REQUEST**