



Reports to: General Manager
Responsible for: Development & Events Assistant
Contract type: Permanent, full-time post
Salary: Between £32,000-£35,000 per annum depending on experience
Working location: Flexible working from home / office arrangements

About the London Sinfonietta

The London Sinfonietta is one of the world's leading contemporary music ensembles, with a mission to engage wider audiences in new music, support the growth of individuals and communities, and develop talent. The ensemble is Resident at Southbank Centre and Artistic Associate at Kings Place, with a busy touring schedule across the UK and abroad, and a growing digital presence. Across our history, we have worked with many of the greatest living creators of new music and the organisation receives regular national press attention for its ambitious programme of new pieces and projects. From musical messages to the government, to bicycle-powered pieces about climate change – we're not afraid to

make a statement. We regularly collaborate with other musicians, artists and contemporary art forms that helps us reach a wider audience.

The London Sinfonietta consists of a group of Principal Players, supplemented by a larger group of Regular Extras and young talented musicians who join the group to form the on-stage Ensemble for each project. The organisation's management consists of the London Sinfonietta Council (the Board) of external volunteers led by the Chair Fiona Thompson, a staff team of 13 (a mix of full and part-time roles) and freelance support in delivering our events and concerts.

Why Work for the London Sinfonietta?



“The world’s top new-music ensemble” The Times, January 2018

- As a charity, our purpose is to advance and encourage public education in the performing arts; 100% of our income goes back into supporting and creating new music for the benefit of composers, audiences, communities, individuals and young people
- With an enviable reputation for innovation and quality, we collaborate regularly with other genres and art forms, working with the most exciting musicians, composers and artists in contemporary music today
- We firmly believe in the power of the arts in positively influencing people’s lives, engaging with issues in society in the projects we curate
- We take positive action in relation to artist representation. In our current season, we have commissioned 52% men, 48% women, with 24% representing ethnically diverse background, and our public participation work actively engages underrepresented groups to perform with us on stage
- We are a small and hands-on team, with staff at all levels able to influence the strategic direction and work of a world-renowned music organisation
- A commitment to continued professional development, with regular training and networking opportunities available
- 25 days annual leave a year (pro rata) plus bank holidays
- Opportunities for flexible working and time off in lieu
- Discounts for LS Staff members at Southbank Centre cafes and shop

We are a small, friendly and enthusiastic team based in Kings Place, Kings Cross. Staff mix regular home working with being in the office and at events; our concerts offer a regular social aspect to staff, and tickets are a perk of the job. As an organisation that exists to shape, reflect and respond to the society in which we live, we want our team to be representative of the communities where we work, encompassing a wide range of different backgrounds and experiences. Though some of our staff are musically trained or have backgrounds in the performing arts, this is by no means necessary for many of the roles in the organisation, including this one. We value and appreciate new ideas and perspectives that may help bring the exciting sound world of contemporary classical music to a wider audience.

Job Description

Summary

The Development Manager leads on the development and delivery of fundraising activity for the organisation. Working with the Chief Executive & Artistic Director and colleagues, the role will be responsible for generating in the region of £275,000-£300,000 per annum, comprising mainly Trusts and Foundations grant income and a smaller proportion of individual giving and corporate support. The Development Manager will also oversee the management of our small but dedicated group of supporters, cultivating new donors and progressing various opportunities for funding and income generation for the organisation.

This is a hands-on, exciting role and a fantastic opportunity to develop fundraising skills across a broad portfolio in a supportive environment. Training will be offered for those areas that may be unfamiliar for the candidate such as in Tessitura CRM system. The role will also liaise closely with our freelance Fundraising Consultant who can support occasional larger strategic funding applications.

For any queries or if you would like to have an informal chat about the role before applying, please contact Frances Bryant, General Manager (frances.bryant@londonsinfonietta.org.uk)

Key Responsibilities

- **Supports the Chief Executive and General Manager in devising and delivering the Fundraising Strategy, working with LS Council and other staff members**
- **Leads on research, applications and reporting to Trusts & Foundations acting as the primary point of contact for stewarding**
- **Works with the Chief Executive & Artistic Director and LS Council to maintain and develop excellent relationships with existing supporters, stakeholders and partners**
- **Oversee the work of the Development & Events Assistant in managing our regular individual giving membership scheme**
- **With the CEO & AD, identify and cultivate prospective supporters and new avenues of income generation, including instigating fundraising campaigns and events**

- **Oversee systems and processes for the Development department, including fundraising functionality in Tessitura CRM (for which full training will be given) and ensuring compliance with Gift Aid and GDPR regulations**

Annual Fundraising Strategy

- Work with the CEO & AD and General Manager in the creation and delivery of the annual Fundraising Strategy and action plan.
- Ensure that fundraising targets are linked to the organisation's wider income targets and budgeted expenditure.
- Keep the fundraising pipeline refreshed, devise identification, cultivation and acquisition action plans, create application timetables and assign responsibilities to colleagues in relation to ongoing delivery of the annual Fundraising Strategy.
- Identify opportunities for new funding activities, strategies and other earned income and ensure that these are progressed within the team.

Arts Council England – Membership of the National Portfolio

- Work with the Senior Management Team in the ongoing delivery, tracking and monitoring of our responsibilities as an ACE NPO.

Trusts and Foundations / Corporate Partnerships

- Lead on the planning, management and preparation of applications and proposals to charitable Trusts and Foundations.
- Research and keep up-to-date knowledge of current Trusts and Foundations grant-making policies, deadlines and requirements, including through the use of Funds Online
- Manage regular communications with Trusts and Foundations, nurturing existing relationships and cultivating new prospects in conjunction with the CEO & AD.
- Oversee the correct credits and acknowledgements for supporters and partners within marketing print, digital communications and the LS website.
- Manage the preparation and submission of all interim and final reports to Trusts and Foundations.
- Lead on researching and developing new corporate relationships and working with the CEO & AD on establishing new income-generating opportunities to support the diversification of our income model (such as client entertainment events and sponsorship of digital activities).

Individual Giving, Campaigns and Fundraising Events

- Oversee delivery of the organisation's core membership and new-work commissioning schemes, managing the work of the Development & Events Assistant.
- Identify, develop and maintain strong and trusted 1-2-1 relationships with donors, ensuring that regular contact is maintained and benefits are delivered effectively.

- Work with the LS Council and CEO & AD to identify, cultivate and nurture new relationships, creating opportunities for engagement via the promotion of the organisation's work and charitable purposes.
- Supervise the Development & Events Assistant in the delivery of donor stewardship events including pre-or post-concert events or online events.
- Plan and deliver fundraising events and other individual giving campaigns in collaboration with the General Manager, Chief Executive & Artistic Director and LS colleagues as required.
- Work with colleagues in Marketing and Communications to ensure that external messaging and campaigns are in line with the wider organisation's communications campaigns.

Customer Relationship Management system

- Ensure that the organisation's Customer Relationship Management (CRM) software, Tessitura, is kept updated with key information, creating and maintaining campaigns and funds, working closely with internal colleagues and representatives of Southbank Centre/Tessitura as appropriate. Full training will be given in Tessitura as required.
- Oversee the smooth transfer of fundraising data internally including effective transmission of contributions data from Tessitura and online donation platforms to internal finance systems.
- Work towards developing greater use of Tessitura within the team, attending training sessions and acting as an advocate internally for the system as the key tool for planning and monitoring LS fundraising activity.

Management and compliance

- Maintain effective internal processes and systems for tracking and monitoring all fundraising activity and ensure that deadlines are adhered to.
- Be responsible for the financial management of fundraising activity including budgeting, forecasting and accounting, working with the General Manager and Head of Finance.
- Ensure that fundraising activity is compliant with General Data Protection Regulations (GDPR), the Fundraising Regulator's Code of Fundraising Practice, and legal frameworks (e.g. Gift Aid regulations).
- Ensure that departmental knowledge of fundraising guidelines, legislation and best practice is shared and implemented.

Other duties

- Line manage the Development & Events Assistant including responsibility for performance management via regular 1:1 meetings and periodic performance reviews.
- Contribute to on-going strategic and operational discussions as part of the Senior Management Team and attend full staff meetings and Management Team meetings.
- Carrying out other reasonable tasks as requested by the Chief Executive and General Manager.
- All staff are usually required to attend concerts and events in London.
- Represent the London Sinfonietta at industry meetings and networking where appropriate.
- Demonstrate a commitment to achieving London Sinfonietta's goals in equality, diversity and inclusion as set out in our Inclusivity & Relevance Action Plan

- Demonstrate a commitment to achieving London Sinfonietta's goals in environmental responsibility
- Demonstrate discretion and confidentiality across any work regarding sensitive or personal information; work to organisation guidelines and protocols regarding Data Protection.
- To follow legal requirements and best practice in all aspects of Health & Safety, including Covid-19 safety and safeguarding arrangements, taking reasonable care for yourselves and others and co-operating with management on all aspects of Health & Safety.

Person Specification

ESSENTIAL

Experience and knowledge - essential

- Experience in fundraising within the charity or cultural sector.
- Experience and knowledge of Trusts and Foundations fundraising
- Some experience or knowledge of raising funds through a range of income sources, which may include individual giving, membership schemes and/or corporate/business income.
- Experience of delivering a fundraising strategy.
- Experience of working with budgets, with the ability to monitor progression against targets.
- Experience of working with donor databases /customer relationship management (CRM) systems.
- An understanding of GDPR and the fundraising Code of Practice.
- An understanding of Gift Aid and VAT as related to charitable fundraising.

Key skills - essential

- Well-developed English language writing skills, including strong grantwriting and proofreading skills for applications and funder reports.
- Excellent communication skills, with the ability to build and develop effective relationships with donors, VIPs and stakeholders at all levels.
- Good leadership skills with the ability to lead and motivate a small team.
- Good IT skills, including Microsoft Office, including specific CRM or fundraising software.
- Ability to prioritise a varied workload and deliver on time to agreed targets.
- Meticulous attention to detail.

DESIRABLE

Key experience and skills - Desirable

- Experience and knowledge raising funds via individual giving
- Knowledge of fundraising within a music or orchestra environment.
- Good working knowledge of classical music and / or contemporary music.
- Experience of working with a supporters' or members' scheme.
- Experience of using Tessitura CRM system.
- Experience of line management.
- Experience of developing a fundraising strategy.

- Demonstrable knowledge of the latest trends in fundraising.
- Awareness of the current economic and political climate and its impact on charitable giving and income generation.

Terms and Conditions

Line Manager: General Manager

Contract: Permanent

Role: The London Sinfonietta is a small organisation which always needs to work flexibly and is able to provide all employees with a broad set of experiences that significantly enhance their future career prospects. It is expected that all roles in this small team will evolve over time, creating opportunities to take on new responsibilities, gain varied experience and develop new skills. Any significant changes to the job description would only be implemented in conversation with the post-holder and be supported by training as required.

Working Hours: Full time position (35 hrs per week). Normal office working hours are 10am to 6pm (or 9.30-5.30pm or 9am-5pm by negotiation). In practice, the demands of the job will require working outside these hours, including attendance at London Sinfonietta concerts at evenings and occasional weekends as necessary. Time off in lieu is given for working at events at weekends and bank holidays.

Office Address: Kings Place, 90 York Way, London N1 9AG. Hybrid office and home working, anticipated in the immediate term to be 2-3 days in the office per week and the rest working from home, which may vary according to meetings and events. London Sinfonietta will provide a laptop or other home working equipment as required.

London Sinfonietta may seek to alter the hybrid working arrangements should circumstances change (for example, if the team meetings pattern changes or the organisation moves to a different office base). Such alterations will be sought by mutual agreement with the employee.

Salary: Between £32,000-35,000 per annum depending on experience

Pension: We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee making a contribution of 5% of salary

Annual Leave: 25 days (plus statutory bank holidays)

Start date: As soon as possible (depending on applicant's current notice period)

Notice period: 12 weeks' notice in writing

HOW TO APPLY

Please visit <https://londonsinfonietta.org.uk/workforus> for further details, to download the Job description and application form.

To apply for this position, send a completed Application Form to recruitment@londonsinfonietta.org.uk
All applicants must also complete the online Equality and Diversity form which can be accessed via the link on the website.

For any queries or if you would like to have an informal chat about the role before applying, please contact Frances Bryant, General Manager (frances.bryant@londonsinfonietta.org.uk)

The closing date for applications is midnight on **Wednesday 13 July 2022**

First round interviews likely to take place on **Wednesday 20th and Thursday 21st July 2022**

Second round interviews – to be confirmed as required

Equality and Diversity

London Sinfonietta is committed to creating a diverse and inclusive environment in which everyone can thrive. All disabled applicants who meet the essential criteria for this role will be interviewed. As we will not use monitoring forms as part of the selection process, applicants must declare within their covering letter or application form that they are disabled and if they wish to be put forward for interview on this basis.

To assist us with our aim we ask you to complete an Equality and Diversity monitoring form with your application. Please access the Equality & Diversity form by clicking the following link or copying and pasting the address into your web browser: <https://forms.office.com/r/BJtU7MUFpC>

All responses submitted are anonymous and will be used for statistical and analytical purposes to monitor the effectiveness of our recruitment processes and will not be used by the interview panel for the purposes of selection.

Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <http://www.londonsinfonietta.org.uk/about/work-for-us> to download our Applicant Privacy Notice which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.