

**Summary**

**The London Sinfonietta is one of the world's leading contemporary music ensembles, having established a world-wide reputation over 50 years. Our mission is to engage wider audiences in new music, support the growth of individuals and communities, and develop talent.**

The Development Manager works as part of a small team delivering the annual Fundraising strategy for the organisation with annual departmental targets of c. £300,000. The Development Manager has responsibility for fundraising across a range of Individuals, Trusts & Foundations and Corporate Partners, manages systems and processes within the team and line-manages the Development Assistant.

2020 marks the end of an era for the London Sinfonietta as we move out of Kings Place and find a new office base for the organisation. That search process has just begun, and we are very likely to seek a new base where we can actively engage individuals, groups and communities as participants, learners and co-creators of projects in the Ensemble's programme, alongside other world-class concert events and touring projects.

The London Sinfonietta is a member of the Arts Council's National Portfolio from 2018-2022, and will be reapplying to remain along with all other NPO organisations in January 2021.

**About the London Sinfonietta**

The London Sinfonietta is one of the world's leading contemporary music ensembles. Formed in 1968, our commitment to making new music has seen us commission 400 works and premiere hundreds more. Our ethos is to commission and perform music from the best composers living today, performed by world-class musicians. We are a bold and innovative organisation that seeks to engage and inspire a world-wide audience by curating ambitious and risk-taking concert formats and projects. From musical messages to the government, to operas 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.

Resident at Southbank Centre and Artistic Associate at Kings Place, with a busy touring schedule across the UK and abroad, the London Sinfonietta's core eighteen Principal Players represent some of the best musicians in the world. Across our history, we have worked with many of the greatest living creators and interpreters of new music. The next phase of the organisation's work includes on-going associations with UK organisations such as the Royal Opera and Ballet, Huddersfield Contemporary Music Festival, Music Theatre Wales, the Central St Martins School of Art and the Royal Academy of Music. The organisation receives regular national press attention for its work, not least because of its ambitious programme of new pieces and projects.

**"The world's top new-music ensemble"** The Times, January 2018

## **Job Description**

### **The Development Manager:**

- Works with the Chief Executive & Artistic Director, General Manager and Head of Participation & Learning to ensure that funding opportunities are maximised through the organisations' fundraising strategy and operational planning.
- Is responsible for applications to Trusts, Foundations and Corporate Partners acting as the primary point of contact for donor organisations, ensuring that communications and reports are managed
- Working with the Chief Executive & Artistic Director and LS Council, devises and delivers individual giving campaigns (including the Pioneers Scheme) and fundraising events.
- Manages the operational and administrative requirements of the Development Team supervising and Line-Managing the Development Assistant, taking responsibility for systems and process, legislation and compliance.
- Supports the Chief Executive & Artistic Director and General Manager in devising and delivering the overall fundraising strategy, working with London Sinfonietta Council and other staff members.

The Development Manager reports to the General Manager with regular tasks directed by the Head of Participation & Learning, Head of Finance and Chief Executive and Artistic Director. The Development Manager works closely with the Marketing Manager and Head of Concerts & Production.

The Development Manager will also have a working contact with a freelance fundraising consultant across periods of the year who will progress special projects and large-scale bids which require extra capacity from time to time.

### **Key Responsibilities**

#### **Management**

- Manage the Development Team with responsibility for ensuring that high standards, creativity and effectiveness are the core of all fundraising activity.
- Devise and oversee efficient and effective systems for managing activity, tracking and recording income and delivering external communications.
- Work with the Chief Executive & Artistic Director and General Manager to ensure that all fundraising activity is compliant with General Data Protection Regulations (GDPR), other Fundraising Regulations and legal frameworks.
- Ensure that departmental knowledge of fundraising guidelines, legislation and best practice are shared and implemented.
- With the General Manager, work towards equipping the Development Team to be able to use the organisation's Customer Relationship Management (CRM) software, Tessitura, and develop it as the foundation for LS fundraising activity.
- Be responsible for the financial management of fundraising activity including budgeting and accounting, working with the General Manager and Head of Finance.
- Work with colleagues in Marketing and Communications to ensure that external messages and campaigns are in line with wider organisations communications campaigns.
- Prepare and present regular reports on progress towards fundraising targets, in collaboration with the General Manager, to the Chief Executive & Artistic Director, Development Working Group and LS Council.

#### **Trusts and Foundations**

- 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.
- Work with colleagues to gather relevant information and background and prepare comprehensive and compelling applications.
- Manage all communications with supporting Trusts and Foundations, nurturing relationships and cultivating new prospects in conjunction with the CEO & AD.
- Ensure that acknowledgements and credits are included in all marketing print, digital communications and the LS website.
- Manage the preparation and submission of all interim and final reports to Trusts and Foundations.

### **Corporate Partnerships**

- Manage the organisation's relationship with its main corporate partner, overseeing the delivery of a package of sponsorship benefits and a schedule of events.
- Work with the CEO & AD and LS Council to identify potential partners and sponsors.
- Develop new projects and events as necessary in order to target new business from potential corporate partners and sponsors

### **Individual Giving and Fundraising Events**

- Lead the management and delivery of the organisation's core membership and new-work commissioning schemes, overseeing the work of the Development Assistant.
- Supervise the Development Assistant in the delivery of World Premiere Wednesday events.
- Plan and deliver major fundraising events and campaigns in collaboration with the General Manager, Chief Executive & Artist Director and Projects Manager. This includes an annual Commissions fundraising evening, and a bi-annual General Fundraising event.
- Work with the LS Council and CEO & AD to identify, cultivate and nurture HNWIs.
- Attend all fundraising and cultivation events and act as event steward where necessary.

### **Annual Fundraising Strategy**

- Work with the General Manager in the creation and delivery of the annual Fundraising Strategy and plan, as a response to the organisation's ambitions and annual delivery of its business plan.
- Ensure that strategic targets are linked to the organisation's wider income targets and budgeted expenditure.
- Devise action plans, create timetables and assign responsibilities for all activity related to the annual Fundraising Strategy.
- Identify opportunities for new funding activities, strategies and other earned income.

### **Other duties**

- Line management of the Development Assistant includes a responsibility for performance, managed through regular 1:1 meetings and periodic performance reviews.
- Attend all fundraising events acting as event manager or event steward where applicable.
- All staff are required to attend concerts and events in London.
- Attend full staff meetings and contribute to on-going strategic and operational discussions and decisions as part of the Management team.
- Carrying out other reasonable tasks as requested by the Chief Executive and General Manager.

### **Profile**

This role would be suitable for someone with at least 3 years' experience of fundraising within the cultural or charity sector. The successful candidate will be a self-starter, with excellent interpersonal skills and well-developed writing ability, able to initiate and strengthen relationships with existing and prospective supporters of the organisation. A good understanding of the management and administration of a broad

range of fundraising activity is essential as well as a knowledge of fundraising regulations and legislation. An appreciation and knowledge of contemporary classical music would be an advantage.

The post-holder will need to demonstrate a high level of efficiency and drive in response to challenging targets and the energy of a small and busy team. As a member of the Management Team the post-holder will require strong management skills and leadership attributes.

## **Person Specification**

### **Experience and knowledge - essential**

- At least 3 years of experience in fundraising within the charity or cultural sector
- Experience of raising funds through a range of income sources, including Trusts and Foundations, individual giving and corporate/business
- Knowledge of the Trusts and Foundations that support cultural organisations
- Experience of planning and delivering fundraising campaigns, projects and events
- Experience of, or a demonstrable interest in strategies for developing individual giving
- Experience of managing receptions and events
- Experience of working with budgets and writing financial reports
- Understanding of customer relationship management processes
- Knowledge of fundraising regulations and legislation

### **Key skills - essential**

- Educated to degree level or equivalent
- Good IT skills, including Microsoft Office
- Knowledge and experience of CRM software systems
- Excellent writing skills, in particular copy writing for application and funder reports
- Excellent personal communication skills, able to build and develop relationships
- Strong leadership skills and ability to lead and motivate a small team
- Ability to prioritise a varied workload and deliver on time to agreed targets
- Meticulous attention to detail
- A strong interest in the arts and a willingness to find out more about contemporary classical music

### **Key experience and skills - Desirable**

- Experience of line management
- Experience of fundraising within a music or orchestra environment
- Knowledge of contemporary classical music
- Knowledge and experience of Tessitura CRM system
- Experience of managing a supporters' or members scheme
- Experience of developing fundraising strategy
- Demonstrable knowledge of the latest trends in fundraising
- An awareness of the current economic and political climate and its impact on charitable giving and income generation
- Strong research skills

## Terms and Conditions

<b>Line Manager:</b>	General Manager, with task management from CEO & AD
<b>Responsible for:</b>	Development Assistant
<b>Hours of Work:</b>	Full time. Normal office hours are 10am to 6pm. The job will also require working outside these hours, including attendance at LS concerts and occasional weekends as necessary.
<b>Salary:</b>	By negotiation according to experience, within the range £28,000-32,000.
<b>Pension:</b>	All employees are auto-enrolled into a contributory pension scheme (subject to eligibility and the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the Employee contributing 5% of salary
<b>Annual Leave:</b>	25 days (plus statutory bank holidays)
<b>Notice period:</b>	12 weeks in writing

## How to apply

The Job Description, Application Form and Equality and Diversity Monitoring Forms are available on our website [www.londonsinfonietta.org.uk](http://www.londonsinfonietta.org.uk).

To apply for this position please send a completed Application Form and Equality and Diversity Monitoring Form to [recruitment@londonsinfonietta.org.uk](mailto:recruitment@londonsinfonietta.org.uk)

Please note that we do not accept CVs.

The closing date for applications is midnight on **Tuesday 31 March 2020**

First round interviews: **Wednesday 8<sup>th</sup> & Thursday 9<sup>th</sup> April 2020**

For any queries please contact Fran Bryant, General Manager ([frances.bryant@londonsinfonietta.org.uk](mailto:frances.bryant@londonsinfonietta.org.uk))

## Equality and Diversity

London Sinfonietta is committed to equality of opportunity and does not discriminate based on a person's age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation. We actively encourage people from diverse backgrounds to join our organisation. To assist us with our aim we ask you to complete an Equality and Diversity monitoring form with your application. This is entirely voluntary however the information contained will be used to monitor the effectiveness of our recruitment processes; it will be stored anonymously and confidentially, 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.