



HEAD OF DEVELOPMENT

January 2022

Reports to:	Chief Executive & Artistic Director
Responsible for:	Development & Events Assistant
Contract type:	Permanent (4 days per week)
Salary:	£41,000 pro rata
Working location:	Flexible working from home / office arrangements, currently at Kings Place, Kings Cross, London

About the London Sinfonietta

The London Sinfonietta is one of the world's leading contemporary music ensembles. Like a small orchestra, but often with only 1 solo and virtuoso musician on each instrument, the Ensemble was formed in 1968. Our commitment to making new music has seen us commission 450 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 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.

Fundraising plays a vital role for the London Sinfonietta, enabling our programmes to become possible. From a combination of trusts and foundations, individual giving and corporate sponsorship, the Development Team raises c £300,000 each year towards our concerts, touring, digital projects, our work with young people in schools and with the wider community and our talent development programmes for early-career artists. We have built a dedicated and loyal group of supporters around the ensemble over

50 years, who share our passion and commitment to shaping the music of tomorrow. The London Sinfonietta is part of the Arts Council of England's National Portfolio and will be seeking to renew this status in the NPO application round of 2022.

The London Sinfonietta consists as an organisation of a Council of Management (the Board) of 8 external volunteers led by the Chair Fiona Thompson. There is a staff team of 12 (a mix of full and part-time roles) and freelance support in mounting concerts. A group of Principal Players is 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.

Why Work for the London Sinfonietta?

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



- Join a small team that provides a chance for everyone to influence the direction and work of a world-renowned music organisation.
- Join a music organisation that has a world-wide reputation for innovation and quality and which is increasingly engaging with issues in society in the projects it commissions & curates.
- Join an arts organisation that collaborates with other genres of music and other art forms, seeking to work with the most exciting musicians, composers and artists making contemporary work today.
- Be part of a team that believes in the power of music and the arts in positively influencing people's lives and is making a broad programme of projects not only for concert audiences, but for the public, schools & young people and communities to be part of. There is also a centrally held commitment to providing opportunities for those who are underrepresented in the arts.
- Be part of a team that is dedicated, enthusiastic, hard-working and positive – qualities which have brought the organisation through the worst impacts of the pandemic leaving it in a good place for the future.
- Benefit from opportunities for Continuing Personal & Professional Development and regular whole-team briefings about the strategic direction of the organisation.
- Opportunities for flexible working and time off in lieu.
- Work in an organisation where everyone gets paid above the National Living Wage and gets 25 days annual leave a year (pro rata) plus bank holidays.
- The London Sinfonietta is a registered charity whose purpose as stated in its governing documents is to advance and encourage public education in the performing arts, particularly music. We put 100% of our income back into supporting and creating new music for the benefit of composers, audiences, communities, individuals and particularly young people.

We are a small, friendly and enthusiastic team based in Kings Place, Kings Cross (though most of the team is currently working remotely due to the Covid-19 pandemic). 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. 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 Head of Development leads on the development and delivery of fundraising and income generation strategy for the organisation. The role is also hands on by managing the portfolio of fundraised income and relationships, including Trusts & Foundations, corporate partners and individual giving. With annual departmental targets of c. £300,000, the role reports to the Chief Executive & Artistic Director to develop relationships, secure revenue and support fundraising and development opportunities from both new and existing sources. The role also works with the Chief Executive & Artistic Director on key stakeholder engagement, manages compliance and processes within LS's fundraising activities and line-manages the Development Assistant.

- **Supports the Chief Executive & Artistic Director and General Manager in devising and delivering the fundraising strategy, working with LS Council and other staff members**
- **Works with the Chief Executive & Artistic Director and LS Council to identify and cultivate prospective supporters and develop and maintain relationships with existing donors, stakeholders and partners**
- **Leads on research, applications and reporting to Trusts, Foundations and corporate partners acting as the primary point of contact for all communications**
- **Leads the management of the organisation's Pioneers (supporters) and new-work commissioning schemes, overseeing the work of the Development & Events Assistant**
- **Manages the operational and administrative requirements of the Development Team including systems and process, legislation and compliance, and line managing the Development & Events Assistant.**



Collaborations with jazz musicians and singers in a set of protest songs Notes to the New Government

Key Responsibilities

Annual Fundraising Strategy

- Work with the CEO & AD and 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.
- Monitor the fundraising pipeline, 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, and ensure that these are progressed within the team.

Arts Council of England – Membership of the National Portfolio

- Work with the Senior Management Team in the ongoing delivery, tracking and monitoring of the ongoing NPO relationship with ACE, given the London Sinfonietta is successful in its 2022 application.

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.
- Manage all communications with Trusts and Foundations, nurturing existing relationships and cultivating new prospects in conjunction with the CEO & AD.
- Ensure that supporters are correctly credited and acknowledged in 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 seeking and forming new corporate relationships and working with the CEO & AD on establishing new formats as a more regular part of our income stream (e.g. client entertainment events, sponsorship of digital activities etc).

Individual Giving, Campaigns 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.
- Identify, develop and maintain strong and trusting 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 with philanthropic and high net worth individuals, creating opportunities for engagement via the promotion of the organisation's work and charitable purposes.
- Supervise the Development 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 wider organisations communications campaigns.

Customer Relationship Management system

- Ensure that the organisation's Customer Relationship Management (CRM) software, Tessitura, is kept updated with key information, working closely with the Marketing Manager and representatives of Southbank Centre/Tessitura as appropriate.
- Work with Tessitura, Southbank Centre and internal colleagues to create and maintain campaigns and funds using Tessitura.
- Work towards developing greater use of Tessitura within the team, attending training sessions and acting as an advocate internally for the system as a foundation 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 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.

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.
- 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

Experience and knowledge - essential

- Experience in fundraising within the charity or cultural sector.
- Experience of planning and delivering fundraising strategy.
- Experience of devising strategies for developing individual giving.
- Experience of raising funds through a range of income sources, including Trusts and Foundations, individual giving and corporate/business.
- Good knowledge of the Trusts and Foundations that support cultural organisations.
- Experience of working with budgets, with the ability to monitor forecasts and fundraising pipelines.
- Experience of working with donor databases and customer relationship management (CRM) systems.
- Understanding of GDPR and the fundraising codes of practice.
- Understanding of Gift Aid and VAT as related to charitable fundraising.

Key skills - essential

- Well-developed English writing skills, including strong copywriting and proofreading skills for applications and funder reports.
- Excellent communicator with the ability to build and develop effective relationships with donors, VIPs and stakeholders at all levels.
- Strong leadership skills and 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.

Key experience and skills - Desirable

- Knowledge of fundraising within a music or orchestra environment.
- Working knowledge of classical music and / or contemporary music.
- Experience of working with a supporters' or members' scheme.
- Experience of organising receptions and events.
- Knowledge and experience of Tessitura CRM system.
- Experience of line management.
- Experience of developing 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.



London Sinfonietta performing at the Glastonbury Festival



Instant composition in a Schools' Concert

Terms and Conditions

Contract:	Permanent
Line Manager:	Chief Executive & Artistic Director
Responsible for:	Development & Events Assistant
Role:	<p>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.</p>
Working Hours:	<p>4 days a week (28 hrs).</p> <p>Normal office working hours are 10am to 6pm, (or 9.30-5.30pm or 9am-5pm depending on requirements and by negotiation). Our office is based in Kings Place, King's Cross, London.</p> <p>The nature of this role will require occasional additional working outside these hours, including attendance at London Sinfonietta concerts at evenings and weekends as necessary. A time-off in lieu policy applies for days worked at weekends or bank holidays.</p>
Salary:	£41,000 pro rata
Office Address:	<p>Hybrid office and home working, anticipated in the immediate term to be 1-2 days in the office per week and the rest working from home, which may vary according to meetings or events.</p> <p>London Sinfonietta may seek to change the hybrid working arrangements in future, if / when circumstances change (such as a more regular need for team meetings, delivering on line management responsibilities or a move to a new office base in a community). However, such changes will be sought by mutual agreement with the employee.</p> <p>London Sinfonietta will provide a laptop or other home working equipment as required.</p>
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), pro rata for part time employees
Start date:	As soon as possible depending on notice period
Notice period:	After probation period 12 weeks' notice in writing

How to apply

Please get in touch with our recruitment partner Ryan Burdock on ryan.burdock@prospect-us.co.uk/ 0207 400 6398. You can formally apply to the position here: <https://jobs.prospect-us.co.uk/jobs/details/hq00180164>

The closing date for applications is Thursday 3 February 2022.

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 and particularly encourage applicants who are currently under represented in our board, workforce and wider sector. This includes but is not limited to candidates who identify as being from Black, Asian and other underrepresented ethnic backgrounds, and candidates who identify as being disabled.

We ask you to complete an Equality and Diversity monitoring form with your application which will be used to monitor the effectiveness of our recruitment processes. The information contained 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.