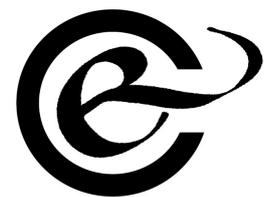




## Development Manager

### Candidate pack



*The English Concert*

### Welcome

Thank you for your interest in joining The English Concert. The post of Development Manager is a new role which will make a fundamental contribution to our future growth and development. We hope also that it will be a great opportunity for you in your own career.

The English Concert is recognised as one of the world's great chamber orchestras and has been at the forefront of period instrument performance for over 40 years. We are working now to build a new future for the orchestra to ensure we can continue to share exceptional musical experiences.

We are looking for a talented fundraiser to help us increase our fundraised income across all income streams, as well as developing our existing members and patrons programme. As part of a small and close-knit team, you will work with the Chief Executive and Trustees to expand our prospect pipeline and build valuable relationships with supporters at all levels of giving.

If you are proactive and organised with the ability to enthuse existing and prospective donors, we would love to hear from you.

George Burnett  
Chairman

Alfonso Leal del Ojo  
Chief Executive

The English Concert, Somerset House, Strand, London WC2R 1LA  
Registered charity number 271765

## ABOUT US

The English Concert is recognised as one of the world's great chamber orchestras. We have been at the forefront of period instrument performance for over 40 years.

Our focus is the music of the 17th and 18th centuries. Our style is to balance energetic virtuosity with lyric sensitivity, and our purpose is to share our music-making, in live settings, through recordings and online.

Under the artistic direction of Harry Bicket and principal guest Kristian Bezuidenhout, The English Concert has earned a reputation for combining urgency, passion and fire with precision, delicacy and beauty.

The artistic partners we collaborate with reflect and enhance our pursuit for new ways to bring our music to life. Joyce DiDonato, Dame Sarah Connolly, Iestyn Davies, Trevor Pinnock, Dominic Dromgoole, Tom Morris and many more have not only brought their extraordinary skills to individual projects but continue to help us to shape the way we perform.

**For further information about The English Concert: [englishconcert.co.uk](http://englishconcert.co.uk)**

## THE ROLE

<b>Job Title</b>	Development Manager
<b>Location</b>	Somerset House, London with occasional travel according to requirements
<b>Reports to</b>	Chief Executive
<b>Key relationships</b>	Chief Executive Chairman and Trustees Development Committee members Orchestra Manager Marketing Manager

## Purpose

The Development Manager will secure new income across all income streams, including trusts and foundations and relevant public sector funds, and develop the existing members and patrons programme to increase support across all levels of membership. Working closely with the Chief Executive, Trustees and Development Committee, the post-holder will expand our prospect pipeline, focusing resources and prioritising areas with the greatest impact and maintaining the highest level of donor stewardship and communications at all times.

## Key Criteria for Success

After 6 months in post, the successful candidate will have:

- Built good relationships with Trustees and existing supporters and gained a thorough understanding of the orchestra's character and approach
- Implemented an action plan for fundraising, including the submission of early grant applications and donor approaches.
- Established effective systems and practices to manage and monitor progress in fundraising
- Planned a proactive cultivation plan to reach new prospects and upgrade existing supporters, supporting the Trustees as appropriate
- Taken the lead on personal approaches to upgrade existing supporters and recruit new donors
- Made significant progress towards achieving annual targets for income, renewals and new members

### FUNDRAISING

1. Develop a yearly action plan for individual giving to include philanthropic year-on-year giving and fundraising for specific projects and targeted appeals, including The Big Give
2. Retain and increase support by overseeing the delivery of an excellent programme of donor care, including the delivery of a range of benefits
3. Meet agreed annual fundraising targets
4. Continually monitor progress against targets, ensuring fundraising costs stay within budgeted expenditure
5. Implement new fundraising approaches, creating documents that articulate a compelling case for support, with tailored proposals and timely reporting to funders as required

### PROSPECTS & NEW SUPPORT

- Generate and convert new support by maintaining your own prospect pipeline and supporting the Trustees to convert their portfolios of supporters and contacts
- Stay in regular touch with new and existing supporters to encourage new or increased giving, adopting a personal and tailored approach
- Identify new routes, channels and audiences to expand the prospect pipeline and increase overall giving to The English Concert
- To update and maintain a prospect tracking system and help monitor the solicitation process

### GENERAL ADMINISTRATION

- Working with the Marketing Manager, ensure The English Concert's website and social media are regularly updated with relevant fundraising information
- To manage and attend cultivation events, liaising with players in the orchestra and venues as appropriate

## FINANCE, DATA & GIFT AID

- Monitor monthly fundraising income and report progress to agreed KPIs
- Liaise with the Financial Controller to ensure that management accounts reflect expected, received and forecasted income figures
- Be responsible for maintaining and updating all individual giving information on The English Concert's database, recording donations, memberships, prospects and events.
- Set up Gift Aid for all individual memberships and work with the Financial Controller to manage the processing of Gift Aid for individual gifts
- Ensure that all data complies with procedures for data integrity (e.g. Gift Aid, Data Protection and PCI compliance)

## COMMUNICATIONS

- Draft and manage communications going out to individual supporters including season announcements, other news, updates and invitations
- Work with Marketing Manager to ensure that there is consistency across wider communications including social media

## PERSON SPECIFICATION

In addition to an interest and commitment to the overall aims of The English Concert, we are looking for someone with the following experience and aptitude:

### EXPERIENCE

- Experience as a front-line fundraiser, with a proven record of cultivating gifts and 'making the ask' up to four figures.
- Experience of following through individual donor approaches from research through to soliciting and securing gifts.
- Excellent track record of stewardship and building relationships with donors
- Experience of working to, and achieving, financial targets and KPIs

### KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and relationship management skills and the ability to build good relations both internally and externally
- Strong organisational skills with the ability to inspire trust; takes personal responsibility for delivering results effectively and swiftly and matches resources to business priorities.
- Skilled and confident communicator, both written and verbal, with a meticulous attention to detail
- Robust IT skills and confidence using databases
- Knowledge of individual giving schemes and of the wider arts or fundraising sectors
- Knowledge of Gift Aid, Data Protection and PCI compliance regulations

## TERMS

### Salary

c.£35,000, depending on experience.

This is a full-time position, but we will consider applications from more experienced candidates seeking part-time work.

### Working hours

Core hours are 9.30am to 5.30pm. Work for concerts and cultivation events is part of the role and time off in lieu will be agreed regularly as appropriate with the Chief Executive.

### Annual leave entitlement

Statutory Annual leave. 28 days a year and additionally, public holidays. If the ensemble performs during a public holiday, time off in lieu will be agreed as appropriate with the Chief Executive.

### Pension

Statutory pension contributions. Employer 3%, Employee 5%.

## HOW TO APPLY

Applications should include:

- A curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification
- Details of your latest salary, notice period, names and contact details of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted
- Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

## SELECTION PROCESS

Activity	Date
Advertise	w/c 7th September
Closing date	4 <sup>th</sup> October
Shortlist and invite candidates	w/c 5 <sup>th</sup> October
Final panel interviews	16 <sup>th</sup> & 19 <sup>th</sup> October

## CLOSING DATE FOR APPLICATIONS IS MIDNIGHT **4<sup>th</sup> OCTOBER 2020**

Applicants who most closely fit our criteria will be short-listed and invited for **interview on 16th and 19<sup>th</sup> of October 2020.**

Fill application online on [englishconcert.co.uk/jobs/development-manager/](https://englishconcert.co.uk/jobs/development-manager/)