London Sinfonietta
making new music

FUNDRAISING MANAGER

Summary

The Fundraising Manager works as part of a small team delivering the annual Fundraising strategy for the organisation with annual departmental targets of c. £400,000. The Fundraising Manager is responsible for the management of systems and processes within the team, has particular responsibility for Trusts, Foundations and Corporate Partners and line-manages the Fundraising Assistant.

About the organisation

The London Sinfonietta is one of the world's leading contemporary classical ensembles. Formed in 1968, the group quickly developed, and has sustained, a world-wide reputation for its high quality performances, for commissioning new works from the leading composers of the day and nurturing the finest new musicians. It was one of the first ensembles to develop an education programme and has continued to explore new and best practice in other areas of its activity including audience development and digital engagement. Our ethos today is to constantly experiment with the art form, commissioning and working with the world's leading composers and conductors as well as collaborating with artists from other disciplines. We are equally committed to reaching new audiences, as well as working closely with them as creators, performers and curators of the events we stage.

In 2018 the ensemble will celebrate its 50th anniversary and is planning the projects and initiatives that will take place during this special year and beyond. This provides a particular focus for our work over the next 18 months.

The ensemble consists of 18 Principal Players and will expand or contract in size depending on the repertoire. The ensemble performs its main London season of contemporary classical music concerts at Southbank Centre (where it is one of four Resident Orchestras) and also promotes events at Kings Place (where it is an Artistic Associate). In the 2016/17 season, we have also appeared on tour at Huddersfield Contemporary Music Festival, Wiltshire Music Centre and Nottingham Concert Halls. The ensemble also tour overseas - recently to Singapore, Holland, Italy, Hungary and Norway.

The ensemble runs a well-respected programme of professional development opportunities including the London Sinfonietta Academy (which nurtures the performance skills of young student musicians), the Emerging Artists Programme (which helps emerging professional musicians to develop their careers) and the Blue Touch Paper development programme (which supports composers and artists in developing collaborative new work). The London Sinfonietta aims to build its established primary and secondary school concerts, developing creative opportunities for children and young people to explore the music of today.

Job Description

The Fundraising Manager:

Works with the Head of Fundraising, to ensure that funding opportunities are maximised through the organisations' fundraising strategy and operational planning.

Manages the operational and administrative requirements of the Fundraising Team supervising and Line-Managing the Fundraising Assistant and taking responsibility for systems and process and legislation and compliance.

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.

Works with the Head of Fundraising and Fundraising Assistant to plan Individual Giving Campagins and fundraising events.

Supports the Head of Fundraising in the devising and delivery of the overall fundraising strategy working with London Sinfonietta Council and other staff members.

The Fundraising Manager reports to the Head of Fundraising with regular tasks directed by the General Manager, Head of Finance and Chief Executive. The Fundraising Manager works closely with the Marketing Manager and Concerts & Projects Manager.

Key Responsibilities

Management

- Manage the Fundraising 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 Head of Fundraising 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.
- Ensure that the Fundraising Team is equipped and able to use the organisation's Customer Relationship Management (CRM) software, Tessitura, as the foundation for all fundraising activity.
- Be responsible for the financial management of the 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.

Trusts, Foundations and Corporate Partnerships

- Lead on the planning, management and preparation of applications and proposals to Trusts, Foundations and Corporate Partnerships.
- Research and keep up-to-date knowledge of current Trusts and Foundations grant-making policies, deadlines and requirements.
- Working with the Head of Development Strategy and Chief Executive to identify potential partners and sponsors.

- Work with colleagues to gather relevant information and background and prepare comprehensive and compelling applications.
- Support the Head of Fundraising Strategy to manage all communications with donor organisations, nurture relationships and cultivate new prospects.
- Ensure that acknowledgements and credits are included in all marketing print, digital communications and the London Sinfonietta website.
- Manage the preparation and submission of all interim and final reports to Trusts and Foundations.

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 Fundraising Assistant.
- Supervise the Fundraising Assistant in the delivery of World Premiere Wednesday events.
- Support the Head of Fundraising in devising and planning major fundraising events and campaigns.
- Attend all fundraising and cultivation events and act as event steward where necessary.

Annual Fundraising Strategy

- Support the Head of Fundraising in the creation and delivery of the annual Fundraising Strategy
- Ensure that strategic targets are linked to the organistaion's wider income targets and budgeted expenditure.
- Devise action plans, create timetables and assign responsibilities for all activity related to the annual Fundraising Strategy.
- Develop shared working practices to ensure wider contribution to delivery of targets is reflected in the work plans of other teams.

Other duties

- Line management of the Fundraising 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.
- Deputise for the Head of Fundraising where appropriate and necessary.
- Carrying out other reasonable tasks as requested by the Chief Executive and Head of Fundraising.

Profile

This role would be suitable for someone with at least 3 years experience of fundraising within the arts. A well-developed understanding of the management and administration of fundraising activity is essential as well as a good 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.

Key skills, attributes and experience

Essential	To be tested at: Application	Interview
Relevant experience and knowledge (GENERAL)		
• At least 3 years of experience in fundraising within the cultural sector.	☑	
• Experience of management and leadership within a small team	☑	☑
• Knowledge of fundraising regulations and legislation	☑	☑
• A good knowledge of Trusts and Foundations that support cultural organisations.	☑	☑
• Excellent written and verbal communications skills	☑	
• Knowledge and experience of CRM software systems	☑	☑
• Experience of working with budgets and writing financial reports	☑	☑
• Educated to degree level	☑	
• meticulous attention to detail	☑	☑
• good interpersonal skills	☑	☑
• flexibility and good organisational skills	☑	☑
• the ability to prioritise a varied workload	☑	☑
• excellent writing skills, in particular understanding copy writing for application and funder reports	☑	☑

Terms and Conditions

Line Manager: Head of Fundraising

Hours of Work: 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.

Salary: £27,000-£31,000 depending on experience.

Pension: London Sinfonietta operates a contributory pension scheme.

Annual Leave: 25 days (plus statutory holidays)

Notice period: 12 weeks in writing

How to apply

The Job Description, Application Form and Equal Opportunities Monitoring Forms are available on our website www.londonsinfonietta.org.uk.

To apply for this position please send a completed Application Form and Equal Opportunities Monitoring Form to Recruitment@londonsinfonietta.org.uk. Please note that we do not accept CVs.

The closing date for applications is midnight on Friday 9 February 2018
For any queries please contact Craig West, General Manager (craig.west@londonsinfonietta.org.uk)