

HEAD OF FUNDRAISING

Summary

The Head of Fundraising leads a small team delivering the annual Fundraising Strategy with targets of c. £400k from Trusts and Foundations, Corporate Sponsorship and Individual Giving. The post-holder takes a principle role in the raising of funds and leadership of the department, line-managing Fundraising Manager and overseeing the Fundraising Assistant. The Head of Fundraising is part of the organisation's Senior Management Team along with the Chief Executive, Head of Finance and General Manager.

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 Head of Fundraising:

Works with the Chief Executive, General Manager, Head of Finance and London Sinfonietta Council to devise the annual fundraising plans and strategies, ensuring that the organisation's programme priorities are supported and new opportunities are identified.

Works with the Chief Executive and London Sinfonietta Council members to cultivate and nurture donors including High Net Worth Individuals (HNWIs), create bespoke giving campaigns and manage the core membership schemes.

Works with the Chief Executive to develop long-term plans for Trust and Foundation approaches and Corporate Sponsorship targets leading on research, application or proposal preparation and relationship management.

Leads the Development Team ensuring that fundraising operations comply with legal frameworks, contribute to the organisation's commitment to the customer, and work efficiently and effectively within the systems and process of the wider management team.

Reports directly to the Chief Executive, works with the General Manager and Head of Finance as part of the Senior Management Team, liaises closely with the organisation's board of trustees (London Sinfonietta Council) and Line Manages the Fundraising Manager.

Key Responsibilities

Annual Fundraising Strategy

- Work with the Chief Executive to identify annual fundraising priorities and opportunities within the Performance, New Work, Participation & Learning and Digital Programmes.
- Work with colleagues to identify suitable opportunities to link fundraising efforts to individual projects and activities.
- Identify opportunities for new funding activities and strategies and other earned income possibilities.
- Ensure that the organisation's vision, mission and values are reflected in all areas of fundraising work.
- Work with members of the London Sinfonietta Council to ensure their on-going support, commitment and contribution to the organisation's fundraising efforts.
- Work with the Senior Management Team to prepare the organisation's applications and annual reports for statutory funding including Arts Council England (National Portfolio).
- Work with the General Manager and Head of Finance to prepare regular progress and forecast reports to the Development Working Group and London Sinfonietta Council.

Individual Donations

- Work with the Chief Executive and London Sinfonietta Council members to identify, cultivate and nurture HNWIs and develop strategies to achieve large-scale and multi-year donations.
- Devise and deliver bespoke individual giving campaigns in response to the artistic programme and major events.
- Work with the Fundraising Team to develop periodic and appropriate fundraising and giving events ranging from exclusive opportunities for HNWIs to incentivised entry-points for low-level donors.

Trusts, Foundations and Corporate Partnerships

- Lead the researching of suitable Trusts, Foundations and Corporate organisations to approach and add to the annual strategy.
- Lead the preparation of compelling and enticing applications, proposals and reports ensuring that the organisation's priorities are articulated and any responsibilities are achievable.
- Work with the Chief Executive and London Sinfonietta Council members to manage relationships with the organisation's major and most loyal supporters.
- Keep an up-to-date knowledge of current priorities, practices and philosophies of key Trusts and Foundations.

Leadership and Management

- Lead the Fundraising team with responsibility for ensuring that high standards, creativity and effectiveness are the core of all fundraising activity.
- Work with colleagues in Marketing and Communications to ensure that external messages and campaigns are in line with wider organisations communications campaigns.
- Work with the General Manager to ensure that all fundraising activity is compliant with General Data Protection Regulations (GDPR), other Fundraising Regulations and legal frameworks.
- Work with the Senior Management team (Chief Executive, General Manager, Head of Finance) to contribute and develop company-wide strategies and long-term plans.
- 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.
- Lead the Fundraising team to create efficient and effective systems for managing activity, tracking and recording income and delivering external communications.

Other duties

- Line management of the Fundraising Manager includes a responsibility for performance, managed through regular 1:1 meetings and periodic performance reviews.
- Attend all fundraising events ensuring that existing and potential donors are cultivated and nurtured.
- 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.
- Deputise for the Chief Executive where appropriate and necessary.
- Carrying out other reasonable tasks as requested by the Chief Executive.

Profile

This role would be suitable for someone with at least 5 years experience of fundraising within the arts, and at least 2 years in a leadership and strategic role. A well-developed network within Trusts and Foundations and a track-record of cultivating individual givers are highly valued. 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 Senior Management Team the post-holder will require strong leadership and management skills.

Key skills, attributes and experience

Essential

To be tested at:
Application Interview

Relevant experience and knowledge (GENERAL)

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|---|-------------------------------------|-------------------------------------|
| • At least 5 years of experience in fundraising within the cultural sector. | <input checked="" type="checkbox"/> | |
| • At least 2 years of experience in a leadership and strategically-focused role. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • An outstanding knowledge of Trusts and Foundations that support cultural organisations. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience in developing relationships with HNWIs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience of leading and managing a small team | <input checked="" type="checkbox"/> | |
| • Experience of working with volunteer trustees | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Thorough knowledge of legal compliance requirements within fundraising | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Excellent written and verbal communications skills | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Excellent diplomacy skills | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Knowledge and experience of CRM software systems | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience of managing budgets | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Experience of writing financial reports | <input checked="" type="checkbox"/> | |
| • Educated to degree level | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Terms and Conditions

Line Manager: Chief Executive

Hours of Work: Part-time (3 days per week). 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: By negotiation. Within the range of £35,000-£39,000 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)