



TRUSTS, FOUNDATIONS & CORPORATE PARTNERSHIPS ASSISTANT

Summary

The Trusts, Foundations and Corporate Partnerships Assistant works as part of the Development Department delivering the annual Fundraising strategy for the organisation with annual departmental targets of c. £400,000.

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.

The post-holder will gain wide-ranging experience as they help shape future direction and ensure delivery of initiatives that will expand this world-renowned ensemble's place in UK's contemporary cultural landscape.

Job Description

Working with the Head of Development Strategy, General Manager and Chief Executive, the *Trusts, Foundations and Corporate Partnerships Assistant* will ensure that funding opportunities are maximised through the organisations' fundraising strategy.

The post-holder will be responsible for the applications to Trusts and Foundations and acting as the primary point of contact for donor organisations ensuring that communications and reports are managed.

The post-holder will support the Chief Executive and Head of Development Strategy in researching, cultivating and managing corporate donors and partnerships.

The post-holder will work with the Head of Development Strategy and Individual Giving Assistant to plan fundraising events and act as event steward for both colleagues and guests.

The post-holder will support the Head of Development Strategy in the devising and delivery of the overall fundraising strategy working with London Sinfonietta Council and other staff members.

The Trusts, Foundations and Corporate Partnerships Assistant reports to the Head of Development Strategy with regular tasks directed by the Head of Finance and Chief Executive.

Key Responsibilities

Management of Trusts and Foundations

- Working with the Head of Development Strategy and Chief Executive, identify projects and opportunities which require funding.
- 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 donor organisations including timely project reporting.
- Ensure that acknowledgements and credits are included in all marketing print, digital communications and the London Sinfonietta Website

Corporate Partnerships

- Working with the Head of Development Strategy and Chief Executive to identify potential partners and sponsors
- Work with the Head of Development Strategy to cultivate contacts and manage on-going relationships
- Draft sponsorship proposals
- Ensure that donor benefits are realised and managed
- Manage all communications with donor organisations including timely project reporting.
- Ensure that acknowledgements and credits are included in all marketing print, digital communications and the London Sinfonietta Website

Planning and delivery of fundraising events

- Take responsibility for London Sinfonietta *World Premiere Wednesday* performances and events
 - Research and liaise with venues and catering providers
 - Liaise with the Concerts Manager and General Manager to book, manage and pay performing musicians
 - Create and manage event guest lists and invitations
 - Act as event manager
- Work with the General Manager and Marketing Manager to create guest lists for LS events and functions
- Attend all fundraising and cultivation events and act as event steward where necessary
- Attend concerts with responsibility for meeting and greeting Trust and Foundation representatives

Strategy and Administration

- Support the Head of Development Strategy in devising and updating the Fundraising Strategy
- Ensure that Trusts & Foundations and Corporate Partners details are maintained and kept up to date through the organisations' Customer Relationship Management software, Tessitura
- Ensure that departmental knowledge of fundraising guidelines and legislation are shared and implemented
- Carry out other reasonable tasks as requested by the Chief Executive, General Manager and Head of Development Strategy, and to participate in annual appraisals.

Terms and Conditions

Contract:	Permanent
Working hours:	Full-time, 5 days per week
Office hours:	Normal office hours are between 9.00am and 5.00pm, 9.30am and 5.30pm or 10.00 am to 6.00 pm. In practice the demands of this job will occasionally require working outside these hours and attendance at London-based concerts is expected (for which the post-holder will be provided with complimentary tickets). Time off in lieu can be taken for weekend work.
Salary range:	£18,000 - £20,000 depending on experience
Annual leave:	25 days per annum pro rata plus statutory holidays
Pension:	London Sinfonietta employees are auto-enrolled into our workplace pension scheme. Employees contribute a minimum of 1% of their salary and employer contributions made by London Sinfonietta match employee contributions up to a maximum of 3%.
Notice period:	Six weeks' notice in writing

Profile

This role would be suitable for someone with at least 1 year of experience in a fundraising or communications environment. An interest and knowledge in contemporary classical music would be an advantage.

Key skills, attributes and experience

Essential	To be demonstrated at:	
	Application	Interview
<ul style="list-style-type: none"> • an enthusiasm for the work of the London Sinfonietta and/or contemporary culture 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • the ability to work on own initiative and also in a team 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • excellent communication skills, both written and verbal 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • meticulous attention to detail 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • good interpersonal skills 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • flexibility and good organisational skills 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • the ability to prioritise a varied workload 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • reliability in meeting tight deadlines and completing tasks 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • a high level of computer literacy and a confidence in learning new software 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • an enthusiasm for learning about and implementing digital fundraising techniques 		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • excellent writing skills, in particular understanding copy writing for application and funder reports 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • creativity, visual awareness and an eye for design 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • experience of working to a budget 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Desirable		
<ul style="list-style-type: none"> • 1 year's relevant experience (either paid or voluntary) in a communications or fundraising role, preferably working in the arts or charity environment. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • interest in and/or knowledge of contemporary classical music 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • educated to degree level (or equivalent) 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • familiarity with desktop publishing applications (such as Adobe In Design, Photoshop) 	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> • experience of using and maintaining a CRM database 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • some knowledge and awareness of the Data Protection Act and the fundraising codes of practice 		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • some experience of organising receptions and events 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • experience of working to a budget 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • knowledge or experience of Gift Aid and VAT as related to charitable fundraising 		<input checked="" type="checkbox"/>