



**SOUTHBANK
SINFONIA**

DEVELOPMENT MANAGER





SOUTHBANK SINFONIA

Classical music needs brilliant young advocates to communicate its power and worth in the 21st century. Each year, the orchestra welcomes 33 of the world's most promising graduate musicians to embark on its renowned fellowship. More than just an orchestra, this is a community where young talents can find their own creative strengths, fulfil personal goals, make lasting contacts, and take their musicianship to new frontiers.

From Baroque to contemporary and opera to jazz, our musicians tackle a wide range of musical styles as part of an intensive nine month programme. As they plunge into many works for the first time, their appetite is strongly felt by audiences who themselves want to delve deeper into orchestral music. Integral to the programme are the orchestra's creative partnerships with leading arts organisations including the Royal Opera, National Theatre, Academy of St Martin in the Fields, and acclaimed artists such as Patrons Vladimir Ashkenazy and Edward Gardner.

Players who have completed the fellowship now occupy prominent seats in leading orchestras worldwide. From the Philharmonia to the Hong Kong Philharmonic, each proudly acknowledges the positive impact that Southbank Sinfonia has made upon their progress. Many continue to play a valued role in the life of Southbank Sinfonia, returning as paid deputies and extras enabling us take on ambitious large-scale ventures, and coaching their successors.

Southbank Sinfonia celebrates how intrepid, young players can have a uniquely important voice in the sector, challenging and refreshing traditions. This is powerfully evident in our new #ConcertLab initiative, central to our Free Rush Hour Concerts at our base St John's Waterloo, and also in recent collaborations with Nonclassical and the RSC, and in our hit production of *Amadeus* at the National Theatre, broadcast live to cinemas worldwide. In recognition of such achievements, the orchestra was nominated for the 2017 Royal Philharmonic Society Ensemble Award.

Since our launch in 2002, we are proud to have generated well over £5 million that has gone directly into young musicians' pockets, transforming their livelihood through the bursaries granted to all those on the fellowship and full fees provided in all consequent opportunities. Few other institutions worldwide give young artists such a footing. In the current economic climate, this makes Southbank Sinfonia a great British success story of which the nation may feel rightly proud.

southbanksinfonia.co.uk

ROLE OVERVIEW

At Southbank Sinfonia, fundraising is a passion. Our team is driven by seeing up close what a transformative effect the orchestra has on its players, and equally on our supporters. They play an integral role in the life of the orchestra, not just watching from the sidelines but getting to know each individual musician as they progress. We pride ourselves on a personal, bespoke approach that leads many supporters to regard Southbank Sinfonia almost as family.

Every year, the orchestra grows in profile and scope, as we devise ambitious plans giving our players greater chances to shine. To fulfill these, we need to keep growing our fundraising capabilities, creatively introducing ways to boost levels of giving among those who already support the orchestra and welcoming new prospects to be part of our adventures.

The Development Manager is central to this. They take responsibility for growing our biggest circle of supporters – the Friends – introducing new measures to encourage more of our devoted audience to join. They take charge of maintaining and enhancing the distinctive range of events and experiences we offer supporters to deepen their association with the orchestra, both in the UK and at the annual Anghiari Festival in Italy. In this, they are also an important spokesperson for the organisation, conveying its values to a wide range of stakeholders, and helping our players to do the same.

Working closely with the Development Director, the Development Manager also activates fresh strategies to boost fundraising each year, including distinctive appeals, whilst taking pride in ensuring all fundraising activity operates upon organised and compliant systems.

Taking on this role, you will get to play a significant part in the ongoing success and momentum of one of Britain's most exciting orchestras. As part of our small, dedicated team, you will get to develop a wide range of skills, own a range of key responsibilities, and have a valued voice within the organisation.

KEY RESPONSIBILITIES

Friends

- Overall management and administration of the orchestra's Friends, delivering all associated benefits, and providing meaningful stewardship to ensure that supporters continue to enjoy a great rapport with the orchestra.
- Cultivating potential supporters to increase membership, encouraging existing Friends to upgrade their support, and exploring ways to expand and improve the incentives.

Events

- Coordinating a wide range of donor events for individual and corporate supporters: supervising all arrangements at our base and other venues, with hosts, caterers and suppliers; adhering to budgets, and ensuring effective follow-up.
- Overseeing Front of House operations and the collection of donations at our weekly Free Rush Hour Concerts.
- Ensuring supporters have a great experience at the annual Anghiari Festival in Italy, acting as a first point of contact for enquiries and helping to deliver a range of supporter events at the Festival itself.

Communications

- Coordinating and creating fundraising mailings in consultation with the Communications Manager so that current and potential supporters are kept up-to-date with news and developments
- Being the Development team's lead contact for players, ensuring their active participation in fundraising, creating materials to provide supporters with insights into their experience.
- Ensuring that supporters are credited correctly in promotional materials and that a positive case for support is always presented.
- Acting as an advocate for Southbank Sinfonia, promoting and explaining the charity's role and activities, attending some performances and external events.

Administration

- Processing and recording all fundraising income in line with Southbank Sinfonia's accounting procedures.
- Maintaining accurate departmental records for all donors and donations on our fundraising database as well as filing and recording data and materials in accordance with general data protection regulation.
- Monitoring and ensuring the effective application of Gift Aid on donations and generating monthly Gift Aid claims.
- Supporting the Trusts & Foundations Manager, researching trusts and compiling information to support applications, as required.
- Being the initial contact for calls and enquiries for the Development team.
- Providing general assistance to the Development Director and contributing to and taking minutes at meetings.
- Assuming other tasks within the scope and responsibility of the role as required from time-to-time.

PERSON SPECIFICATION

Southbank Sinfonia is able to achieve all it does thanks to a dedicated, hard-working team. We are looking for an individual with such qualities to join us.

This role may particularly suit someone who has 1-2 years' experience in fundraising, ideally with a musical or performing arts organisation, and is now looking for a role that will challenge them, granting them fresh experience and opportunities to excel as part of a small team.

You should know what it takes to work in a busy arts organisation, be able to balance numerous priorities and fulfil them all with efficiency.

You should possess:

- Experience of working in fundraising or for a performing arts organisation, ideally both
- Excellent written and verbal communication skills
- Meticulous attention to detail
- Confidence in communicating with a wide range of people
- Ability to work proactively and at a fast pace

- Strong work ethic and a positive can-do approach
- Familiarity with Microsoft Office programmes, particularly Word and Excel
- Knowledge of basic fundraising principles and experience of using a database
- Education to degree level or equivalent
- Interest or background in classical music
- Understanding and enthusiasm for what Southbank Sinfonia aims to achieve for both young musicians and the music profession

TERMS OF EMPLOYMENT

The role of Development Manager is full-time. Regular hours of work are Monday to Friday, 9.30am – 6.00pm although Southbank Sinfonia has frequent concerts so there are some evening and weekend commitments.

Southbank Sinfonia's base and offices are at St John's Waterloo, Waterloo Road, London, SE1 8TY, but the role frequently necessitates attending concerts and events across London and sometimes further afield.

Annual leave is 25 days plus statutory bank holidays.

Salary: £22,000 or according to experience

HOW TO APPLY

The closing date for applications is midday on Monday 12 March 2018.

To apply, you should email the following to Peter Smith, Administration Manager on peter@southbanksinfonia.co.uk by the closing date:

- a covering letter detailing your interest and suitability for this role
- an up-to-date CV of no more than two pages outlining your relevant experience

Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place on Friday 16 March.

If you are interested in applying but would like to find out more first or have any questions, you are welcome to contact Claire Goddard, Development Director for an informal chat on 020 7921 0377.