



**SOUTHBANK  
SINFONIA**

# INDIVIDUAL GIVING MANAGER





## SOUTHBANK SINFONIA

Southbank Sinfonia is an orchestra of young professionals described by *The Independent* as 'a hugely talented young ensemble whose performances are always theatrical'. It is internationally recognised as a leading orchestral academy, each year bringing together 33 of the world's most promising graduate musicians to provide a much-needed springboard into the profession.

Its annual fellowship provides unparalleled opportunities to gain crucial experience in orchestral repertoire, chamber music, opera, dance and theatre - often in partnership with leading performing arts organisations including the Royal Opera and Academy of St Martin in the Fields. From giving the first ever performance of Mozart's Requiem at Notre-Dame to taking centre-stage in the National Theatre's acclaimed production of *Amadeus*, Southbank Sinfonia ensures new generations uphold a venerable tradition, but also asks anew what orchestras have the power to communicate in the modern world.

Alongside this, specialist development sessions that embrace leadership and communication provide each musician with the professional toolkit required to pioneer their own future musical ventures. To date, nearly 500 musicians have completed the programme, many going on to enjoy exciting careers with leading orchestras worldwide.

Founded in 2002 by Music Director Simon Over, the orchestra is proud to be based at St John's Waterloo, in the heart of London, where its musicians bring their own exploratory impulse to bite-sized Rush Hour Concerts. By virtue of their youth, energy and excellence, Southbank Sinfonia players not only bring fresh resonance to the stage but are also ideally placed to act as role-models who inspire many younger musicians on London's Southbank and beyond.

Enabling players to devote themselves fully to the experience, every place is free and every player receives a bursary. Making this possible is a family of supporters – individuals, trusts and organisations – who recognise the players' potential and relish following their remarkable progress and the spirit they exude in performances.

[southbanksinfonia.co.uk](http://southbanksinfonia.co.uk)

## ROLE OVERVIEW

At Southbank Sinfonia fundraising is personal, creative and transformational. We are a vibrant and innovative organisation at an exciting stage in our development and, as our ambitions and scope grow and diversify, so must our donor base.

The new role of Individual Giving Manager is being created to ensure that we can raise the necessary funds to realise this growth but also to ensure that we do not lose the personal touch with our valued supporters. You will get to know our current loyal family of donors and ensure that they want to continue their support, as well as devising ways to attract new individuals and create pathways for them to become more involved.

Working alongside the Development Director (with a focus on major individual and corporate donors), the Development Manager (working on the Friends scheme, events, communications and processing), and the Trusts and Foundations Manager, the Individual Giving Manager will manage existing programmes and consortia as well as initiating new appeals and ways of engaging supporters through the orchestra's ever-diversifying range of projects.

An extensive programme of concerts in London and beyond, including our annual summer festival in Tuscany, provides wide-ranging opportunities for donor engagement and the development team are in daily contact with the young musicians on our programme.

Southbank Sinfonia prides itself in offering an inspiring, collaborative and supportive working environment with opportunities for personal and professional development so that our staff can grow in their roles as well as strengthening and diversifying their skill set.

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

As this is a new position in a growing organisation, you will be supported in shaping your role as it develops: building upon the current individual giving programme to make it even more distinctive, personal and successful.

This will include:

- Building warm relationships with current and prospective supporters and helping them enjoy a meaningful rapport with the musicians on our programme.
- Providing tailored stewardship for our Maestro supporters and creating more opportunity and incentive for donations around £1000-2000 p.a.
- Management and administration of existing donation schemes such as the Guernsey Bursary Consortium and the Anghiari Circle.
- Devising and implementing an annual appeal campaign together with colleagues from across the organisation.
- Working with the Development Manager to maintain and expand the Friends scheme, attracting new members and encouraging existing Friends to upgrade their support.
- Using audience and fundraising data to inform a strategic approach to widening the donor base and increasing giving.
- Identifying and cultivating new supporters by creating individual pathways to connect them with causes they believe in.
- Preparing compelling fundraising materials and working with colleagues to help ensure consistent and appealing messaging across all communications.
- Helping ensure a high level of donor stewardship and cultivation at Southbank Sinfonia's annual Anghiari Festival.
- In close collaboration with the Development and Administration Managers, maintaining accurate records for donors and donations in accordance with statutory regulation and policies.
- Working with the musicians on our programme to involve them in development activities as well as equipping them with the necessary skills and experience for fundraising in their future careers.
- Representing Southbank Sinfonia at performances and events as well as assisting with Front of House at Rush Hour concerts and wherever necessary.
- Providing general assistance to other members of the development team and assuming other tasks within the scope and responsibility of the role as required.
- Working collaboratively across the organisation and contributing to its strategic direction.

## PERSON SPECIFICATION

This is an opportunity for a passionate and hard-working individual to play a significant part in the progress of this thriving, future-facing arts organisation. We are seeking someone who brings an entrepreneurial spirit to their work, who will confidently embrace the many opportunities inherent in this role and be able to work independently as well as part of a team.

You should possess the following experience, skills and motivations:

- Strong track record (at least 2-3 years) of working in fundraising and specifically individual giving.
- Proven experience of delivering effective stewardship and building valuable relationships with donors.
- Confidence and sensitivity in communicating with a wide range of people, in person and in writing.
- Ability to work proactively, collaboratively and at a fast pace, balancing numerous priorities and fulfilling them all with efficiency.
- Outstanding organisational skills and meticulous attention to detail.
- Demonstrable IT literacy with good working knowledge of Microsoft Office as well as fundraising software or CRM databases.
- Up-to-date knowledge of Gift Aid, data protection and fundraising regulations and best practice.
- Education to degree level or equivalent.
- Interest or background in classical music and in working with young people.
- Understanding and enthusiasm for what Southbank Sinfonia aims to achieve for young musicians and the music profession.

## TERMS OF EMPLOYMENT

The role of Individual Giving Manager is full-time. Regular hours of work are Monday to Friday, 9.30am - 5.30pm but flexibility is required due to regular evening and some weekend commitments for which a TOIL policy is in place.

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

Annual leave is 25 days plus statutory bank holidays.

Salary: according to experience.

Southbank Sinfonia operates an occupational pension scheme via NEST.

## HOW TO APPLY

The closing date for applications is midday on Monday 1<sup>st</sup> April 2019.

To apply, you should email the following (saved as one document) to Peter Smith, Administration Manager on [peter@southbanksinfonia.co.uk](mailto:peter@southbanksinfonia.co.uk) by the closing date:

- a covering letter detailing your interest in and suitability for this role and including your current salary.
- an up-to-date CV of no more than two pages outlining your relevant employment, skills, experience and qualifications.

Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place on Thursday 4<sup>th</sup> April, with a second round on Monday 8<sup>th</sup> April.

If you would like to find out more about the role or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Claire Goddard, Development Director on 020 7921 0377 or [claire@southbanksinfonia.co.uk](mailto:claire@southbanksinfonia.co.uk).