

Recruitment of Development Manager

Job Title	Development Manager
Reports to	Director of Development
Salary	£26,000 – £32,000 per annum, depending on experience
Location	London, UK

The Academy of St Martin in the Fields seeks an experienced and energetic Development Manager to support its strategic priorities with a specific focus on Major Gifts, International Giving (in particular in the USA) and Corporates.

The Academy of St Martin in the Fields is one of the world's leading chamber orchestras, with an enthusiasm for fresh interpretations of orchestral music. Founded by Sir Neville Marriner we are now led artistically by American, virtuoso violinist Joshua Bell. We are based in London but as one of the UK's leading cultural exports a significant proportion of our performances are in the USA, Germany and around the world.

Each year we need to raise in excess of £500,000 from private sources in order to present circa 100 concerts in the UK and around the world as well as to deliver our learning and participation programme of dynamic, inspiring and participatory music making projects. We do not receive core public funding from the government.

Key responsibilities

Major Gifts and International Giving

- Secure major gifts from individual donors in support of the Academy of St Martin in the Fields.
- Work with the Director in identifying, cultivating, soliciting and stewarding an international portfolio of prospective and current major gifts supporters.
- Contribute to the development and implementation of a major donor and international giving strategy.
- Contribute to the cultivation and stewardship events programme for these supporters.
- Liaise with the Secretary of the Academy's American Friends including organising meetings of the board, drafting letters (including requests for funds), providing information, research and administrative support, including acknowledgement of donations as necessary.

Corporates

- Establish clear packages for potential corporate support across the work of the Academy – including sponsorship, corporate membership, corporate donations and in-kind support.
- Generate clear and compelling proposals to communicate these opportunities.
- Identify, approach, cultivate and secure support from the corporate sector.
- Deliver a high standard of corporate supporter care and ensure best practice in delivering, monitoring and evaluating contracted partnerships.

General

- Contribute to and assist with the implementation of the Academy's fundraising strategy in order to support the orchestra.
- Keep accurate records through the fundraising database Raiser's Edge.
- Manage and maintain income and expenditure budgets and forecasts, producing reports as required.
- Assist in the Academy's annual series of fundraising events, including the annual Gala.
- Attend Academy London concerts and additional events as a representative of the orchestra, working out of normal office hours as necessary.
- Work co-operatively with other members of staff across all departments by developing and maintaining positive working relationships.
- Be aware of and ensure compliance with guidance around use of personal data and strive for current best practise in fundraising.
- General assistance, where required, with the work of the Development team.
- Build and maintain networks with development colleagues in the arts sector.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Director of Development.

Personal Specification

- Be results-oriented, with a positive, hands-on, can-do approach
- Be flexible, adaptable and enthusiastic
- Have a strong work ethic; be able to work well in a team but with the capacity for setting your own goals and achieving them independently
- Educated to degree level or equivalent
- A minimum of two years' development experience, preferably within an arts organisation
- An understanding of the principles of major gift and corporate fundraising, including identification, research, solicitation and stewardship
- First class written and verbal communication and influencing skills including the ability to communicate with and influence a wide variety of people at all levels
- Excellent organisational skills including the ability to prioritise, meticulous attention to detail and the ability to work to tight deadlines
- Experience of using CRM databases, in particular Raiser's Edge
- Have an appreciation of and an enthusiasm for classical music
- Have an outgoing, approachable and above all professional manner in dealing with donors, prospects and all parties

Terms

Full time, permanent contract

25 days holiday per year, plus public holidays

Three month probationary period

Enrolment in the Academy's income protection plan and pension plan

To apply, please email your CV and covering letter by **Friday 17 August 2018** to:

Hattie Rayfield – hattierayfield@asmf.org or by post to:

Academy of St Martin in the Fields

The Griffin Building

83 Clerkenwell Road

London EC1R 5AR

If you would like to talk to someone about the role, please contact:

Andrew McGowan, Director of Development on 020 7680 8895 or email andrewmcgowan@asmf.org