



ROYAL
PHILHARMONIC
ORCHESTRA

Patron: **HRH The Duke of York, KG**

Trusts and Foundations Manager Information for Candidates

Job title:	Trusts and Foundations Manager
Reports to:	Deputy Managing Director / Head of Development
Location:	16 Clerkenwell Green, London EC1R 0QT and home by agreement
Contract:	Part-time, 2 days per week, annual rolling contract
Hours:	Flexible, plus a willingness to undertake very occasional evening work
Salary:	Competitive for the sector and depending on experience
Application Deadline:	N/a

Introduction

The Royal Philharmonic Orchestra (RPO) is regarded as one of the world's great cultural institutions. Founded by Sir Thomas Beecham in 1946, the RPO is dedicated to bringing world-class orchestral music to the widest possible audience, both in the UK and internationally. Collaborating with conductors such as Pinchas Zukerman, Vasily Petrenko, Rafael Payare and Krzysztof Urbanski the Orchestra performs approximately 180 concerts a year to an audience approaching 500,000 people and is equally at home on the international concert platform, in the recording studio or participating in its ground-breaking and award-winning community and education programme *RPO Resound*. Aside from outstanding artistry and virtuosity, the RPO's key characteristics are its diversity and flexibility, performing wide-ranging repertoire which appeals to a broad audience. The Royal Philharmonic Orchestra is a registered charity No. 244533.

Administratively, the Orchestra has a staff of around 30 working across concerts (artistic planning and logistics), marketing, business development, community and education, finance and administration.

For further information about the Orchestra please visit our website: www.rpo.co.uk

The role

The Royal Philharmonic Orchestra is seeking to appoint an experienced, resourceful and enthusiastic development professional to grow its revenue stream from Trusts and Foundations. Working closely with the Deputy Managing Director, who is also the Head of Development, the Trusts and Foundations Manager will devise and implement a Trust and Foundation strategy to maintain and develop existing relationships, whilst proactively identifying and approaching new and innovative funding sources in the UK and internationally. Attention to detail and the diligent stewardship of the RPO's existing relationships will be of

paramount importance and the Trusts and Foundations Manager will be comfortable engaging with funders at all levels.

This important role will provide an ideal opportunity for a professional with a demonstrable track record in Trust and Foundation fundraising (not necessarily in the arts) who is looking to develop their career within a high profile and dynamic organisation.

Main duties

- Devise and implement a strategy to secure new sources of funding for RPO performances, RPO Resound (the Orchestra's community and education programme) and organisational development projects, from Trusts and Foundations in the UK and internationally
- Research, write and submit compelling applications to charitable Trusts and Foundations, particularly those capable of giving awards of £10,000 and above
- Ensure the highest level of stewardship of existing RPO funders, including timely evaluation of and reporting on funded activity
- Thanking donors promptly and appropriately in line with an agreed cultivation strategy
- Work with the Deputy Managing Director, RPO Resound Community and Education team and the Business Development team to develop compelling proposals and project budgets
- Work with the Deputy Managing Director, Business Development team and members of the Board and Advisory Council to grow the RPO's supporter networks

Person specification

Skills and experience - Essential

- Minimum 4 years' experience working in a Trust and Foundation role, ideally with experience of fundraising from international trusts as well as UK grant making organisations
- A demonstrable track record of securing revenue, capital and project funding from large and medium-sized grant making organisations
- Excellent knowledge of Trusts and Foundations, their techniques, principles and reporting requirements
- Strong interpersonal and stewardship skills and experience of building rewarding and long-standing relationships with grant making bodies
- Ability to research, identify and establish relationships with new funders
- Some knowledge of the arts sector and an interest in classical and orchestral music
- The ability to work independently and as a member of a team
- Proficiency in MS Office programmes, particularly Word and Excel

Personal qualities

- Articulate, methodical and focused
- Excellent writing skills and attention to detail
- Have a creative and enquiring mind
- Be flexible, adaptable and enthusiastic

Terms

- This is a part-time position with an annual rolling contract
- 28 days annual leave including bank holidays pro rata, increasing to 33 days including bank holidays pro rata after 2 years of employment
- Additional leave during the Company's annual (Christmas) shut down
- Normal office working hours are 09:30 to 17:30, however the nature of this role allows for flexibility and working hours may be varied by agreement
- The post holder will be auto-enrolled in the RPO's defined contribution pension scheme after a 3 month deferral period. Under existing legislation, there is an entitlement to opt out of the scheme. The RPO matches employee's contributions up to a maximum of 6% of salary
- Interest-free loan for an annual travel season ticket after a 6 month probationary period has been successfully completed
- Child Care Voucher scheme

Application information

The RPO is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

Applications with a CV and separate covering letter should be submitted via email to recruitment@rpo.co.uk addressing Huw Davies, Deputy Managing Director and entering 'Trusts and Foundations Manager' in the subject line.

Your CV should include:

- Contact details, including email, and day and evening telephone/mobile numbers
- Details of education and qualifications, including professional qualifications where relevant
- Details of your employment history, including relevant roles and experience
- Relevant skills, achievements and training
- Confirmation of your notice period; names and contact details for two referees, including at least one professional reference. Please also state the capacity in which each referee is known to you, along with an indication of when in the application process you would be happy for us to contact them. Please note, that we will not contact your referees without your express permission
- An indication of current salary

Your cover letter should:

- Summarise your interest in this post
- Provide evidence of your ability to match the criteria outlined in the person specification.

The closing date for applications is **N/a**

We regret that we cannot acknowledge all applications and only those invited for interview will be contacted.

The details contained in a candidate's application will, at all times, remain confidential and will be held in a secure place. Details provided to the Orchestra will be used to assess your suitability for the post applied for and will only be released to relevant personnel for that purpose. If your application results in successful recruitment to the post applied for, then those details will form the basis of your employee personnel file.

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