

**Trusts and Foundations Manager**  
**Job Description**  
**November 2023**

**ABOUT THE RPO**

The Royal Philharmonic Orchestra (RPO) has a clear mission to enrich lives through orchestral experiences that are uncompromising in their excellence, wide-ranging in their appeal and inclusive in their delivery. Performing approximately 200 concerts each season and with a global live and online audience of more than 60 million people, the Orchestra acts as a cultural ambassador for the UK on the world stage, whilst also enhancing the social and cultural fabric of local communities through a wide range of community, education, inclusion, and wellbeing programmes.

The following information will help prospective candidates when preparing their application.

**ROLE**

<b>Reports to</b>	Head of Development
<b>Salary</b>	£38,000 - £42,000 depending on experience
<b>Location</b>	RPO Office (currently 16 Clerkenwell Green, London, EC1R 0QT and from 2025 Wembley Park) Option to work 2 days per week from home
<b>Contract</b>	Full time, permanent
<b>Hours</b>	Core hours 9.30am – 5.30pm (Monday to Friday) with variation when events require evening or occasional weekend work

**APPLICATION AND INTERVIEW DATES**

<b>Application deadline</b>	Friday 26 January 2024, 10:00am We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as soon as possible
<b>Interviews</b>	Scheduled on an ongoing basis on the merit of applications received
<b>Format of application</b>	Please email a CV and covering letter explaining your interest and suitability for the role to <a href="mailto:recruitment@rpo.co.uk">recruitment@rpo.co.uk</a> Please put <b>Trusts &amp; Foundations Manager</b> in the subject line and address your application to David Sutherland, Head of Development
<b>Application information</b>	Please see our <a href="#">Guide for applicants</a> and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a> Applicants must have the right to work in the UK

## PURPOSE OF THE ROLE

The Business Development Department comprises the Marketing and Development teams which generate revenue for the Orchestra through ticket sales, donations, and sponsorship. It also communicates the Orchestra's journey to audiences and supporters in ways which maximise the value and impact of the RPO brand.

The Royal Philharmonic Orchestra is seeking to appoint an ambitious and resourceful development professional with an established network within the Trusts and Foundations community to continue growing its income in this area. Working closely with the Head of Development, the Trusts and Foundations Manager contributes to, and implements the Trusts and Foundations strategy to maintain and develop existing relationships, whilst proactively identifying and approaching new and innovative funders in the UK and internationally.

The RPO is an organisation with a strong social conscience and is committed to continuing to use its platform to have a transformational impact on the audiences and communities it serves. This is a role that provides substantial opportunity for an enterprising fundraiser to help the RPO drive positive social change by generating income for a diverse range of projects and initiatives in the following business-critical areas:

- Community and education outreach
- Equality, diversity, and inclusion (including organisational development)
- Environmental responsibility
- Health and wellbeing

Attention to detail and the diligent stewardship of the RPO's existing relationships are of paramount importance. The role requires excellent writing skills, experience of structuring persuasive cases for support, and securing significant grants from a broad range of trusts, foundations and grant making bodies.

As an RPO ambassador, the Trusts and Foundations Manager engages fully and enthusiastically with the breadth and depth of the Orchestra's programme of activity, particularly with its community and education work (RPO Resound). The Trusts and Foundations Manager collaborates effectively with colleagues across the organisation to champion the value and impact of the RPO's artistic and outreach work to both existing and prospective funders.

The RPO is actively encouraging applications from candidates from a broad range of industry sectors and from applicants looking to take the next step in their career by taking on the challenge of a more senior fundraising role.

## JOB DESCRIPTION

### Key responsibilities

- Work with the Head of Development to devise and implement a refreshed strategy to secure new sources of funding from Trusts and Foundations in the UK and internationally for RPO Resound (the Orchestra's community and education programme), organisational development projects and RPO performances, to achieve agreed financial targets.
- Develop a comprehensive prospect pipeline for grant-giving organisations including trusts, foundations (including corporate foundations), livery companies and statutory funding bodies, with the aim of planning and delivering an agreed annual programme of grant applications.

- Work with the Head of Development to bring the stewardship of Trusts & Foundations in line with the broader Development team's cultivation and stewardship strategy.
- Work proactively to foster deeper engagement with Trusts and Foundations and ensure that organisational touchpoints between funders and the RPO are strong and embedded across the organisation.
- Work with the Head of Development, Business Development and RPO Resound teams, members of the Board and the RPO Advisory Council to grow the Orchestra's supporter networks.
- Provide regular updates on funds raised, approaches made, and other relevant information to the Head of Development and other key internal stakeholders as required.

### **Funding applications**

- Research, write and submit compelling applications to Trusts and Foundations, with a particular emphasis on making submissions to funders capable of giving multi-year grants of six figures and above.
- Work diligently and collaboratively with the RPO Resound team and other key RPO colleagues to ensure applications are accurate, persuasive and a true reflection of the scope, value, and impact of the project or work area.
- Ensure that all applications for funding meet the relevant criteria and follow best practice fundraising guidelines.

### **Stewardship & reporting**

- Ensure the highest level of stewardship of existing RPO funders is maintained with a view to encourage renewal of funding where possible and increase investment and engagement.
- Consult and collaborate with relevant internal stakeholders (RPO Resound team, Managing and Deputy Managing Directors) to ensure timely reporting and evaluation of funded activity.
- Acknowledge donors promptly and appropriately in line with the agreed cultivation strategy.
- Liaise with Business Development colleagues to ensure that funder acknowledgements, both in print and online, are current in all formats, and are communicated to the relevant internal stakeholders accurately and on time.

### **CRM / database management**

- Ensure the Development database (Spektrix) and its constituent records are up to date, ensuring that contact information, funding records and other relevant data are current, carefully maintained and GDPR compliant.
- Record, analyse and manage data held on the CRM database to complement reporting requirements and maximise revenue generation.

## **PERSON SPECIFICATION**

### **Skills and experience - Essential**

- Wide-ranging experience in Trusts and Foundations fundraising roles, ideally with experience of fundraising from international trusts as well as UK grant-giving organisations.
- A demonstrable track record of securing revenue, capital, or project funding from large and

medium-sized grant-giving 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.
- Ability to communicate confidently and respectfully with a diverse range of people of different ages, backgrounds, and positions of responsibility.
- An understanding of budgets and cash flow.
- Ability to prioritise a busy workload, often with multiple ongoing tasks and competing deadlines.
- Fully competent using the full Microsoft Office suite (Outlook, Excel, Word, PowerPoint, Publisher, etc.)

#### **Desirable attributes**

- An interest in the arts sector and orchestral music.
- Some knowledge of the benefits of participatory arts work in diverse communities.
- Availability to attend evening donor engagement events and occasional weekend work, as required.

#### **Personal qualities**

- Impeccable accuracy and attention to detail.
- Eloquent communicator in both written and verbal contexts.
- Ability to think creatively and use initiative.
- Team player, but with willingness to be a self-starter & work autonomously.
- Calm and flexible under pressure.
- Be flexible, adaptable, and enthusiastic.

#### **ADDITIONAL BENEFITS**

- 25 days annual leave per annum.
- Bank holidays and entitlement to leave during the Company's annual (Christmas) shut down.
- 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 6 months.

**Join the Journey**  
**[www.rpo.co.uk](http://www.rpo.co.uk)**