



Job Title	Development & Learning Coordinator
Location	Tenebrae, International House, 7 High Street, Ealing, London, W5 5DB
Position	Full-time
Working hours	9:30am - 5:30pm with some additional evenings / weekends for concerts and outreach session as required (TOIL will be granted in accordance with your contract)
Salary	£22,000 - £24,000, commensurate with experience
Reports to	General Manager; Development Board
Key dates	Application deadline: 5pm, 6 th May Interviews likely to be w/c 13 th May. Start date for the role July 2019

The Development & Learning Coordinator will report to the General Manager and Development Board and will play a key part in implementing the organisation's revised fundraising and outreach strategies. This is an exciting time to join Tenebrae's small team and make a tangible difference in the areas of development and outreach as the organisation seeks to build its donor base and broaden its outreach programme to include a new strand of work in the area of Health & Wellbeing.

Key responsibilities include:

Development

- Supporting the development and delivery of an effective and proactive fundraising strategy to support the choir's artistic programme, outreach activities and overheads.
- Maintaining Tenebrae's fundraising database (Donorfy) so that it is an effective resource for donor and Trust information (contact details, amount given / applied for to date, Gift Aid applicable etc.), anniversaries, connectivity etc. Putting processes in place to ensure this database is kept up-to-date with relevant information.
- Ensuring that information held in Donorfy is compliant with the new fundraising code of practice and data protection legislation.
- Providing excellent donor care so that existing supporters see the benefit of their membership, including management of the quarterly Friends' Newsletter.
- Researching and making recommendations for applications to relevant Trusts and Foundations and drafting copy accordingly.
- Maintaining existing relationships with Trusts & Foundations currently supporting Tenebrae and developing new partnerships to secure future sponsorship / support.
- Ensuring relevant Trust and Foundation application deadlines are met and supporting Tenebrae's General Manager and Grant Writer accordingly.
- Ensuring that grant reports are completed accurately and submitted in a timely fashion.
- Monitoring donations to see that they are paid on time and issuing standing orders, receipt of donations etc. when appropriate.
- Supporting the organisation of fundraising events.
- Preparing media and other presentations, including collateral for the Development Board and General Manager.
- Preparing papers for quarterly Development Board meetings and attending these with the General Manager.
- Preparing other relevant development copy both in print and online.

Learning

- Coordinating Tenebrae's Associate Artist Scheme for training young professional singers, ensuring that Associate Artists are informed about their workshop commitments and receive relevant training.
- Liaising with Tenebrae's choral development partners to ensure that the workshops and associated benefits of the partnerships (such as side-by-side performance opportunities and tickets to Tenebrae concerts) are delivered.

- Implementing and developing Tenebrae's new outreach programme focussing on Health & Wellbeing.
- Supporting the General Manager and Concerts & Marketing Manager in the delivery of outreach activities alongside Tenebrae's performances.
- Ensuring the USPs of the choir's workshop programme, *The Tenebrae Effect*, are accurately communicated.
- Helping to ensure the ongoing review and development of our choral development strategy.
- In liaison with the General Manager, actively seeking out funding opportunities for Tenebrae's outreach work and expanding Tenebrae's work in schools and hubs across the UK.
- Exploring commercial opportunities that complement Tenebrae's choral development programme (for example, these might include corporate partnerships, work with office choirs, researching the viability of a summer school etc.).
- Coordinating feedback from a range a stakeholders to ensure that Tenebrae's outreach work is effective and meaningful.
- Overseeing the budgets for Tenebrae's outreach work.

Person Specification

The ideal candidate will:

- Have a good knowledge of, and active interest in, choral music at all levels including Tenebrae's competitors.
- Have experience of a recognised fundraising database.
- Have a passion for delivering for outreach projects.
- Have excellent inter-personal skills, including written and verbal communication.
- Be diplomatic and confident, able to foster good relationships with donors and stakeholders while maintaining the overall needs of the choir and its constraints.
- Have excellent IT skills including a high level of proficiency in Microsoft Outlook and Office.
- Demonstrate excellent organisational skills, with the ability to manage and prioritise a large number of varied tasks with multiple deadlines.
- Be quick, efficient and able to work accurately under pressure.
- Possess strong attention to detail.
- Have a flexible approach to working hours to meet the needs of the role.