

Development Manager (full-time)

“Unaccompanied choral singing comes no better than this: in blend, accuracy, precision, commitment.” The Guardian



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The Role

Job Title	Development Manager (full-time)
Location	Lyric Hammersmith Theatre, Lyric Square, King Street, London W6 0QL We are happy to consider flexible and remote working, although there will be a requirement to attend some key meetings in London.
Term	Permanent position
Salary	£37,500 - £42,500 p/a, dependent on experience
Reports to	General Manager; Development Board
Line manager to	Development & Learning Coordinator

About Tenebrae

Tenebrae is one of the world’s leading vocal ensembles, renowned for its core values of passion and precision. Founded in 2001 by director Nigel Short, the choir performs around 60 concerts each year across the UK, Europe, the US and further afield, including at some of the world’s most prestigious concert venues and festivals. Tenebrae has twice secured the award for ‘Best Choral Performance’ in the BBC Music Magazine Awards, and regularly commissions new music. Alongside its busy concert and recording schedule, the ensemble delivers a rapidly growing Learning & Connection programme, working with hundreds of children, young people and amateur singers each year.

Tenebrae is a registered charity with a small team of administrative staff, supported by a Board of Trustees drawn from a variety of different sectors. We are currently at a turning point in the charity’s development, with a particular strategic focus on new commissions and innovative programming, a drive to diversify our organisation and audiences, and building our digital engagement.

We are now seeking an experienced fundraiser to join us in the newly created role of Development Manager. The successful candidate will help us to grow our fundraised income from Trusts and Foundations, individual donors and corporate sponsors, enabling us to achieve our ambitious plans for the future. They will line manage the Development & Learning Coordinator, who will provide administrative support across fundraising functions while also managing a range of smaller grant applications and reports.



Key responsibilities

Trusts, Foundations & Corporate Sponsors

- Write and submit major grant applications to a variety of Trusts & Foundations to support core operational costs as well as specific artistic and educational projects
- Research new opportunities and connect with key personnel to foster beneficial relationships
- Monitor upcoming application deadlines and prioritise accordingly to ensure we maximise each opportunity
- Oversee the Development & Learning Coordinator in their submission of grant reports and smaller grant applications
- Work with our Board of Trustees to identify and pitch to prospective corporate sponsors

Individual Donors

- Identify and nurture prospective donors, working with our Board of Trustees to leverage their networks
- Build and maintain strong relationships with current donors, working to maximise their engagement and support
- With the support of the Development & Learning Coordinator, provide excellent donor care to existing Friends and Benefactors, ensuring that they see the benefit of their membership
- Plan and deliver regular fundraising events (approx. 3 per year)

Other

- Working with the General Manager and the Development Board, develop Tenebrae's overall fundraising strategy to diversify our unearned income and enable more reliable mid- to long-term planning
- Prepare for and chair quarterly Development Board meetings, including reporting on progress against fundraising targets
- Create and monitor an annual campaign calendar, ensuring that we make strategic approaches to individuals and organisations and avoid donor fatigue
- Line management of the Development & Learning Coordinator

Personal specification

Essential

- Demonstrable fundraising experience in the arts or charitable sector, or comparable and relevant experience in an outward-facing role in the arts
- Proven ability to compose successful applications to a variety of Trusts & Foundations
- Experience working to and reporting against financial targets and KPIs

- Diplomatic and confident; able to foster good relationships with donors and stakeholders
- Excellent writing skills; able to construct a clear and compelling case for support
- Strong 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
- Confident with numerical data; able to monitor and report on fundraising targets
- Strong IT skills including a high level of proficiency in Microsoft Outlook and Office

Desirable

- Experience developing corporate sponsorship opportunities
- Experience of a recognised fundraising database
- Have a good knowledge of, and active interest in, choral music at all levels including Tenebrae's competitors

Application Process

In order to apply, please email your CV and a cover letter detailing your suitability for the role to Lizzy Holsgrove: lizzy@tenebrae-choir.com.

Applications must be received by no later than 9:30am on **Monday 17th October**. Interviews will take place during the week commencing 24th October. Please indicate in your email if you are unavailable and we will endeavour to find another time.