

Director of Development

Job Description – February 2019

Reporting to: Managing Director
Line Management: Responsible for a team of 9 other staff

The London Symphony Orchestra

As the resident orchestra of the Barbican Centre, the LSO presents some 70 concerts here each year, performing the highest quality music from the core symphonic repertoire, as well as music by living or lesser known composers. Other concert engagements in the UK provide additional opportunities for the Orchestra to be heard nationally, whilst the Orchestra's major international touring programme brings the LSO to a global audience, particularly through annual residencies in New York and Paris and regular visits to Japan, China, the USA and Europe.

The LSO's activities also include an inspirational and pioneering education and community programme, LSO Discovery, and an award-winning record label, LSO Live, which enables the Orchestra's music to be heard by a global audience through digital recordings. LSO St Luke's, the Orchestra's Music Education Centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme.

The London Symphony Orchestra continues to lead the way both live on stage and through its marketing and communications, from live streaming to worldwide social media.

LSO Development Department

The London Symphony Orchestra currently raises some £3 million a year from the private sector, with ambitions to grow the income considerably over the next three years. In addition to revenue fundraising activity, the LSO is currently running a major campaign to raise £6m towards the LSO Endowment Trust which will be matched by a further £3m from Arts Council England.

The objective of the Development Department is to generate income for the Orchestra from corporate sponsorship and membership schemes, individual donations, trusts and foundations, statutory sources and fundraising events encompassing all aspects of the LSO's activities both in the UK and internationally.

The Development Department currently comprises 11 staff and fundraising activity is supported by the Managing Director, the Development Board and the Advisory Council.

ROLE OBJECTIVE

To lead the LSO's fundraising activity across all areas of the Orchestra's work, with particular responsibility for corporate fundraising.

OVERVIEW OF THE ROLE

The Director of Development is a member of the LSO's senior management team and responsible for developing and implementing the LSO's fundraising strategy to ensure that fundraising targets are met.

Relationships are central to this role and the ability to build and strengthen relationships with existing and prospective supporters of the Orchestra is critical. The ability to work effectively with internal stakeholders including members of the Orchestra and other staff members is essential. Knowledge of and an interest in classical music is highly desirable, although not essential.

As well as maintaining an overview of fundraising activity, the Director of Development is responsible for ensuring that contractual obligations with sponsors are met, that individual donors receive appropriate recognition for their support, and that the terms of grants from trusts, foundations and statutory funders are observed. Overseeing the delivery of events – from small recitals to large fundraising galas – is also an important element of the role.

This role has specific responsibility for leading all fundraising from the corporate sector with support from the corporate fundraising team, including in particular securing new corporate partners, negotiating agreements and ensuring the delivery of agreed benefits.

The Director of Development is responsible for managing the whole Development team with direct line management of the Trusts & Foundations Manager, Head of Individual Giving & Events, and the Corporate Partnerships Manager.

KEY DUTIES

- Fundraising Strategy
- Liaise closely with the Managing Director and other senior colleagues to devise and implement a fundraising strategy that reflects and responds to the aims and objectives of the LSO business plan.
- Take overall responsibility for all corporate, individual, trust and foundation, statutory funding (except core funding), and events.
- Take particular responsibility for implementing initiatives to maintain and grow funding from the corporate sector.
- Lead one-off fundraising appeals and campaigns which may be run from time to time in addition to on-going revenue fundraising activity.
- Contribute effectively to the development of the LSO's future plans, ensuring that income-generating potential is maximised where appropriate.

External Relationships

- Oversee the LSO's programme of donor care and ensure that building long-term relationships with existing and potential funders remains at the heart of the fundraising strategy.
- Develop and maintain the LSO's relationships with a wide range of funders and opinion formers and represent the LSO externally as necessary.
- Take particular responsibility for cultivating relationships with major donors and all major corporate sponsors, including maintaining strong relationships and regular communication with key personnel from Principal Partners.
- Work closely with the LSO Board, Development Board, Advisory Council, Endowment Trustees and other external advisors to ensure the effective introduction, nurture and cultivation of contacts at the highest level.
- Act as the lead relationship holder for the LSO and American London Symphony Orchestra Foundation (ALSOF), the LSO's 501 (c) 3 charity in the USA, based in New York.
- Oversee the delivery of benefits for corporate sponsors and members, ensuring that these are of the highest quality at all times.
- Ensure the effective planning of all events for corporate partners, working with the Events Manager and other colleagues to ensure that these events are delivered successfully.
- Ensure that existing arrangements with sponsors and members are reviewed and renewed periodically to maintain long-term support from the corporate sector.

New Business Development – Corporate Sector

- Through a clear awareness of the LSO's brand and activities, actively develop new relationships within the corporate sector, particularly from a marketing perspective, introducing new contacts to the LSO's work and developing new models of support.
- Work with colleagues to develop exciting and attractive opportunities for corporate support, based where possible on the LSO's existing patterns of work but also by identifying new projects or partnership models.
- Oversee research into potential new corporate partners and identify opportunities to use the LSO's existing relationships with individuals and companies to create introductions to new potential corporate sponsors and members.
- Develop and present compelling cases for support to prospective corporate partners.
- Negotiate and finalise formal agreements with corporate partners, liaising with the LSO's legal advisers as required.

Management

- Lead the Development team, which currently comprises nine staff (in addition to the Director of Development), to ensure effective implementation and delivery of the fundraising strategy.
- Act as line manager to the Trusts & Foundations Manager, the Head of Individual Giving & Events, and the Corporate Partnership Manager providing guidance and support, monitoring progress and carrying out appraisals.
- Set financial targets and budgets for each aspect of the fundraising strategy and monitor, evaluate and review the success of each strand of activity, including agreeing fundraising targets for the LSO's international tours with the Managing Director.
- Ensure that all fundraising activity complies with relevant charity and tax laws.
- Ensure effective use of systems, including use of the Raiser's Edge fundraising database.
- Develop the LSO's CRM system to broaden capabilities and opportunities to support and enhance the fundraising strategy.
- Ensure that all financial and administrative processes relating to corporate partners operate effectively including renewal processes, maintaining internal database records, invoicing, collecting payments and financial reporting.

General

- Attend meetings of the LSO's Board and Development Board and liaise with individual members of the LSO's Boards and Advisory Council as required.
- Attend evening concerts and events as required within the nature of the post.
- As a Head of Department, contribute to the effective overall running of the LSO.
- Any other duties that may be reasonably required.

PERSON SPECIFICATION

Essential

- Substantial, proven experience of fundraising or a related discipline with particular experience with major donors, charitable trusts and corporates in the UK and internationally.
- Solid experience of developing and successfully implementing a fundraising strategy.
- The ability to build and maintain strong relationships with a wide range of individuals and organisations.
- Extensive experience of managing a team within a target based environment.
- Articulate and persuasive both in person and in writing.
- Highly motivated and able to work effectively as part of a wider team.

Desirable

- Knowledge of and an interest in classical music.
- Experience of working in an arts organisation or a similar environment.
- Educated to degree level (or equivalent).

NB: This job description reflects the role and responsibilities at the time of writing but is subject to change from time to time.

TERMS AND CONDITIONS

- Salary: Competitive
- Normal working hours: 9.30-18:00, Monday-Friday, with one hour for lunch, with additional hours as required for which overtime is not paid
- Notice Period: 3 months
- 25 days annual leave plus Bank Holidays
- Interest-free loan for a travel season ticket
- Subsidised catering facilities provided by the Barbican Centre
- Membership of company pension scheme as follows:
 - In line with auto-enrolment regulations during first year of service
 - 5% employer contributions and 2% employee contributions after 1 year's employment
- Non-contributory private healthcare scheme*
- Company income protection insurance*
- Cycle to work scheme

* after completion of one year's employment

The LSO's offices are based at the Barbican Centre, London

The LSO is an Equal Opportunities employer

HOW TO APPLY

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at lso.co.uk/orchestra/jobs. You will also be required to email a **covering letter** for the application to jobs@lso.co.uk. If you have any questions about this role, please contact Michelle Hines at michelle.hines@lso.co.uk or on 0207 588 1116.

The closing date for applications is **12 noon on Monday 25th February 2019**.

Interviews will be held on Friday 1st March 2019.

If you do not live or work in Greater London, the LSO will make a contribution towards travel expenses incurred in attending interviews only if agreed in advance. In exceptional circumstances, initial interviews may be conducted by telephone or Skype. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.