

Trusts and Foundations Manager

Recruitment Information – April 2022

Reporting to: Head of Strategic Funding

Line managing: Grants & Proposals Co-ordinator

London Symphony Orchestra

As one of the world's leading orchestras, the London Symphony Orchestra presents over 70 concerts in London each year through its residency at the Barbican, performing the highest quality of music from the core symphonic repertoire, as well as cutting-edge works by contemporary or lesser-known composers. Other concert engagements in the UK provide additional opportunities for the LSO to be heard nationally, whilst the Orchestra's major international touring programme brings the LSO to a global audience through residencies and tours to the USA, Asia, Australia, South America and throughout Europe.

The LSO is set apart from other international orchestras by the strength of its commitment to music education, reaching over 60,000 people annually through its award-winning education and community programme, LSO Discovery. The LSO also manages its own record label, LSO Live, and leads boundary-pushing initiatives in the field of digital engagement. LSO St Luke's, the LSO's own venue and music education centre at the heart of its inner-London community, adds a unique dimension to the work of the Orchestra, as the home of LSO Discovery, LSO rehearsals, and an extensive concert programme.

Development Department

The LSO's Development Department raises over £3 million per year from the private sector, with ambitious plans to grow fundraised income over the coming three years. Comprising 11 members of staff, the Department's objective is to generate income from corporate supporters, trusts and foundations, individual donors, special events and the statutory sector, in support of the LSO's activities both in the UK and abroad.

Trusts and Foundations Manager – Role Overview

The LSO is looking to appoint an ambitious and self-motivated individual to the role of Trusts and Foundations Manager. Working closely with the Head of Strategic Funding and Grants & Proposals Co-ordinator, the Trusts and Foundations Manager will play a central role within the LSO's Development Department, developing and implementing the trusts and foundations strategy in order to generate maximum income from grant-giving organisations. The LSO currently raises c.£650,000 from trusts and foundations annually, and sees significant potential to increase income from this sector further over the coming years.

Joining an experienced and high-performing Development team, the Trusts and Foundations Manager will also work closely with senior members of the wider LSO staff team, Development Board and Advisory Council, in order to cultivate and maintain relationships with new and existing funders. With opportunities to fundraise towards a diverse range of education and community activities, as well as new music commissions, audience development initiatives, infrastructure, and capital projects at LSO St Luke's, the role will provide substantial opportunity for professional development within a world-leading cultural organisation.

Role Objective

To cultivate, establish and maintain funding relationships with grant-giving organisations – including trusts and foundations, corporate foundations, livery companies and statutory funders – in order to meet and grow income targets in support of the LSO's extensive range of activities.

KEY DUTIES

Fundraising

- Lead the application process for trusts and foundations, livery companies and some statutory organisations, working closely with colleagues across the organisation to collate all necessary information, and compiling final applications with detailed budgets and supporting material.
- Research and identify funding opportunities for revenue funding across all areas of the LSO's activity, with a particular focus on the work of LSO Discovery.
- In collaboration with the Head of LSO Discovery and Discovery Project Managers, develop programme ideas in line with funders' interests, and craft compelling proposals.
- Manage the trusts and foundations income stream with support from the Head of Strategic Funding and Grants & Proposals Co-ordinator, to achieve annual fundraising targets.

Strategy and Stewardship

- Work closely with the Head of Strategic Funding to devise and implement the trusts and foundations strategy.
- Develop relationships of the highest quality with key representatives from funding bodies, utilising relevant LSO staff and Board members in this process where needed.
- Ensure that all required grant reporting is delivered to the highest standards, supporting the development of robust evaluation processes with colleagues where needed.
- Manage the involvement of trust and foundation supporters in supported projects, including organising projects visits, review meetings, and invitations to wider LSO activity.
- Contribute to the development of the wider Development strategy, and to the effective daily operations of the Development team.

Finance and Administration

- Monitor incoming grant payments with the Finance Department and relevant colleagues across the organisation.
- Work closely with Finance and project delivery colleagues to ensure that grants are spent in line with funding agreements.
- Manage the trusts and foundations finance tracking spreadsheet and ensure all communication with funders is recorded on the Raiser's Edge database.

Line Management

- Provide shared line management of the Grants & Proposals Co-ordinator (shared 50:50 with the LSO's Corporate Partnerships Manager), including setting key objectives, ensuring an appropriate workload, monitoring and managing performance, and identifying training and development opportunities.

General

- Stay informed of key developments within the sector by monitoring government and third-sector policies and relevant publications.
- Attend evening and occasional weekend concerts and events, as required within the nature of the post.
- Assist with other duties that may be reasonably required.

EXPERIENCE AND SKILLS REQUIRED

Essential

- Exceptional writing and communication skills, with an ability to convey detailed information in a concise and compelling way.
- Experience in establishing and stewarding productive relationships with funders or other external stakeholders.
- Ability to work proactively and constructively with colleagues to develop high-quality proposals or other projects.
- Ability to act as an ambassador for the LSO amongst a range of high profile external contacts.
- Exceptional attention to detail and organisational skills.
- Ability to prioritise and meet regular deadlines whilst working under pressure.

Desirable

- Experience of developing compelling proposals and securing grants from trusts and foundations, or other funding organisations.
 - Experience of devising and implementing a trust and foundations fundraising strategy.
 - Experience of line managing another member of staff.
 - Knowledge of and an interest in music education and classical music.
-

TERMS AND CONDITIONS

- Salary Range: £28,000 - £32,000 per annum
- Full-time permanent contract
- Normal working hours: 09:30-18:00, Monday-Friday, with additional hours as required for which time-off-in-lieu is provided
- Notice period: 3 months
- Probationary period: 3 months
- 25 days annual leave plus bank holidays
- Interest-free loan for a season travel 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.

As an equal opportunities employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.

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.

If you have any questions about this role, please contact Philip Chandler, Head of Strategic Funding, at philip.chandler@lso.co.uk or on 020 7382 2561.

The closing date for applications is 10:00am on Wednesday 4 May 2022.

First-round interviews will take place on Monday 9 May and Tuesday 10 May 2022.

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. Initial interviews may be conducted by Microsoft Teams or Zoom. 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.