

## **JOB DESCRIPTION: Fundraising Manager (full-time)**

Salary:	Competitive
Reporting to:	General Director
Based:	A hybrid of office (London, Canary Wharf) and home working, with occasional travel.
Hours of work:	Standard working hours are 9:30 - 17:30 (flexibility possible) Monday to Friday, though the nature of the role requires some availability outside these hours, including attendance at events during evenings and weekends (time off in lieu will be given).
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after initial one-year probationary period, during which the notice period is one month on either side
Auto Enrolment Pension:	The Company currently contributes up to 10% (subject to scheme rules)
Other benefits:	Annual employee leisure travel insurance
Other key relationships:	MCO team and board, Projects & Memberships Manager, existing and potential supporters and partners.

**The Fundraising Manager is a senior role within our small, highly efficient and results-driven team. Working in close collaboration with the General Director, the successful candidate will focus on the delivery of fundraising and development strategies, to ensure our Charity raises the necessary funds to realise the ambitions and long-term goals of our three world-class ensembles.**

Key Areas of activity will include:

- Managing relationships with current and prospective benefactors, trusts & foundations and corporate sponsors, ensuring outstanding stewardship at all times
- Pro-actively identifying opportunities to service and cultivate these relationships
- Planning and delivering suitable fundraising events
- Developing and promoting our legacy giving scheme
- Promoting our 501(c)(3) American Friends organisation to potential US based benefactors and trusts & Foundations
- Researching and drafting persuasive and engaging applications and proposals to trusts and foundations, other grant-giving bodies and corporates to secure support for MCO's project and core activities
- Managing the administration of grants and sponsorship agreements, stewarding relationships with existing supporters to pro-actively identify, devise and deliver suitable activity to ensure mutually beneficial, fruitful and sustainable long-term relationships
- Remaining abreast of fundraising sector developments
- Liaising with the MCO team and board to ensure well-crafted, informative and consistent messaging across all platforms

## **ABOUT YOU**

### **ESSENTIAL**

The successful applicant will have the following qualities / experience:

- At least five years' experience within a high-profile, demanding professional environment
- Experience of working with high-net-worth individuals/ high profile clients
- Proven events management skills
- Excellent interpersonal and administrative skills
- Highly organised, efficient and a problem solver
- Facility with standard office technology and platforms
- Excellent English (written & spoken), with a clear, persuasive writing style
- Excellent time and task management skills
- The ability to work in a dynamic, fast-paced environment, to deadlines
- A bright and pleasant disposition, with a good attitude and self-motivated
- Willingness and ability to work flexible hours as necessary

### **DESIRABLE**

- Experience of working within a performing arts organisation
- A keen interest in classical music
- Foreign languages (German, French or Spanish)

The Job Description is a guide to the nature of the work required of the role. It is not wholly comprehensive or restrictive and may be reviewed with the post holder by the General Director, if required.