



## **JOB DESCRIPTION: Head of Development (full-time)**

Starting salary:	Competitive, according to experience
Reporting to:	General Director
Based:	London
Hours of work:	Standard office hours are 9:30 - 17:30 Monday to Friday, though availability is sometimes required outside these hours, including evenings and weekends (time off in lieu will be given as we do not pay overtime). We offer flexible working arrangements to support a healthy work-life balance.
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after an initial probationary period of up to one year, 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:	Existing and potential supporters, MCO board members and the wider MCO team

**We are seeking an experienced dynamic professional to manage and grow relationships with trusts, foundations, and individual donors, ensuring effective fundraising operations and compliance with relevant standards. This role will involve cultivating donor engagement, managing records, and supporting our fundraising strategy to secure vital support for our projects.**

Responsibilities include (but are not limited to):

- Managing and developing our pipeline of supporters, ensuring fundraising efforts and communications are targeted and effective.
- Cultivating and stewarding relationships with individual donors, through events and ongoing engagement.
- Preparing and submitting tailored grant applications and reports to trusts and foundations, effectively communicating funding needs and impact to funders.
- Ensuring accurate and efficient management of donor and activity records across systems.
- Complying with relevant fundraising standards, regulations, and ethical guidelines, including GDPR requirements.

## **ABOUT YOU**

### **ESSENTIAL**

The successful applicant will have the following qualities / experience:

- Educated to degree level
- Proven experience of generating income from UK based Trusts & Foundations

- Proven experience with working with high-net-worth individuals/ high-profile clients
- Excellent interpersonal and administrative skills
- Excellent English (written & spoken), with a clear, persuasive writing style
- Meticulous attention to detail
- Proficient with CRM database management
- Excellent time and task management skills
- The ability to thrive in a dynamic, fast-paced environment, to deadlines
- A team worker of bright and pleasant disposition, with positive energy and motivation
- Willingness and ability to work flexible hours as necessary

#### **DESIRABLE**

- Experience of working within a small team
- A keen interest in classical music
- Experience of working within a professional performing arts organisation
- A working knowledge of Raiser's Edge

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 to reflect ongoing developments and the evolving needs of the organisation.