

INTERIM DEVELOPMENT DIRECTOR (MATERNITY COVER)

APPLICATION PACK

Job title: Interim Development Director

Reports to: Chair of Trustees

Contract: 1 year fixed term, commencing early 2024 (a freelance contract may also be considered)

Hours: 37.5 hours per week, flexible, with core hours agreed on appointment

Remuneration: £40-45k p.a., depending on experience

Location: Home working, with some UK travel required

ABOUT CATHEDRAL MUSIC TRUST

The Cathedral Music Trust is a national charity which supports the invaluable work of musicians who enrich so many lives through the power of cathedral music. Our objectives are to support excellence, broaden participation and increase the long-term sustainability of the cathedral music sector. We seek innovative and sector-leading ways to support high quality musicianship in cathedrals and churches, through our programmes, training, advocacy and research.

Harry Christophers CBE, founder and conductor of The Sixteen is our President. Alexander Armstrong – actor, comedian and presenter – and Anna Lapwood – organist, conductor and broadcaster – act as our Ambassadors, promoting the Trust’s work and raising the profile of sacred choral and organ music.

The Trust has spent the past 2 years commissioning research on the sector, developing a 5-year strategic plan and refining its case for support. The Chair of Trustees is committed to the fundraising plans that form part of the Trust’s new strategy and intends to commit significant time in supporting relationships with key donors.

The Trust has already established a successful track record in fundraising on which it is now building and diversifying. This includes longstanding commitments from some supporters, the growth of its friends and patrons scheme and emerging success in legacies.

Plans for 2024 include hiring a CEO for the first time.

OVERVIEW OF THE ROLE

With a new 5-year strategic plan recently approved by the Board of Trustees, Cathedral Music Trust has reached an exciting point in its journey, as we begin the next stage of development and growth. In this role you can depend on a strong fundraising case for support (informed by our strategy), commitment to fundraising from our Board of Trustees (with dedicated time from the Chair and others) and a strong foundation of fundraising on which to build.

In your role as Interim Development Director, covering for the current Director while she is on maternity leave, your key focus will be to drive fundraising at Cathedral Music Trust, working closely with the Chair of Trustees and the Chair of Development to achieve the financial targets set out in our strategic plan.

You will have management responsibility for the Trust's Development Office, overseeing the work of our Digital and Communications Manager and our Development Officer and line managing these two roles whilst also working to inspire our volunteer team across the UK in delivering a vibrant programme of events and recruitment activities.

As Interim Director of Development, you will be responsible for generating income for Cathedral Music Trust at a national level, including oversight of our regular giving and legacy programmes and targeting major donors, trusts and foundations. The Trust's efforts to engage major donors is a relatively new area of fundraising, and you will play a vital role in building momentum in this area.

The successful candidate will have a background and experience in fundraising, possessing strong interpersonal, communication, planning and organisational skills. They will demonstrate confidence in building and nurturing relationships. Given the role is home based, self-motivation, strong time management and initiative will be essential.

WORKING RELATIONSHIPS AND EXPECTATIONS

You will need to respond successfully to all the fundraising and development needs of the organisation. You will work closely with the whole staff team and key volunteers, reporting to the Chair of Trustees, and subsequently the CEO once appointed (mid 2024). All Trustees, staff and volunteers work from home. Our partners are UK-wide and in-person meetings and events are held regularly in London and elsewhere.

ESSENTIAL SKILLS

- Proven fundraising experience at a senior level in the arts/charity sectors;
- Knowledge of a wide range of fundraising streams, trusts, events, campaigns etc;
- Expertise in overseeing projects and ensuring they deliver on time and to budget, meeting the goals of the project;
- Self-starter and goal driven – happy to initiate donor meetings or calls sensitively;
- Experience of line management and motivating staff to achieve their targets;
- Outstanding written, oral and interpersonal skills;
- Adept at using MS Word, Excel, Teams, PowerPoint and Outlook;
- Knowledge of GDPR and wider data protection best practice.

ESSENTIAL QUALITIES

- A fast independent learner, able to put new concepts and methods into practice to ensure strategic goals are achieved;
- Curious, creative and proactive, with an interest in fundraising trends and how to interpret them for the benefit of the charity;
- Demonstrable enthusiasm for music, and/or church and cathedral music, and the wider arts/heritage sectors;
- Ability to work collaboratively with, and to engage, a variety of stakeholders towards a common goal;

- Ability to work effectively both independently and within a team;
- Strong attention to detail;
- Conscientious and hardworking;
- Organised, pragmatic and responsive.

DESIRABLE

- Experience in closing gifts of £100k+ with major donors, working closely with trustees and other senior volunteers
- Experience working effectively with Development Committees and volunteers;
- Working knowledge of a CRM-style database (Beacon).

TERMS AND CONDITIONS

- Contract hours: 37.5 hours per week.
 - Flexible, with core hours of work to be agreed on appointment
 - The role will require periodic evening and weekend working and a flexible approach to working hours at busy times
 - Overtime is not paid; time off in lieu will be given
- Place of work: From your own home and other locations as required.
- Attendance at, among other meetings, team meetings (weekly online and occasionally in London) and occasional evening and weekend events, although good notice will be given.
- An ability to travel around the UK is therefore important. Expenses will be reimbursed for travel and overnight accommodation where appropriate.
- Notice period: 1 month.
- Annual Leave: The annual leave period runs from January to December and you will be entitled to 25 days per year plus statutory Bank Holidays.
- The post-holder will receive reasonable travelling expenses and an IT budget to enable effective home-working.
- Start date: early January, or as soon as possible thereafter.

HOW TO APPLY

To apply, please send your CV with a covering letter to info@cathedralmusictrust.org.uk clearly outlining your suitability for the role, and how your skills and experience match the person specification and job description.

The deadline for applications is 10.00am on Wednesday 6 December 2023. Interviews will take place during the week commencing 11th December 2023.

Cathedral Music Trust is committed to ensuring equality of opportunity in recruitment and employment and welcomes applications from all qualified candidates. We are an inclusive employer and actively encourage applications from people from diverse and underrepresented backgrounds.