

Development Manager

“One of the best concerts I've ever experienced. Genuinely lost for words at the end.”
Audience member – March 2024



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The Role

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| Job Title | Development Manager |
| Location | Lyric Hammersmith Theatre, Lyric Square, King Street, London W6 0QL <i>After an initial period of office-based training, we are happy to consider flexible and remote working in order to facilitate other commitments such as caring responsibilities, although ideally you will be based in the office for at least 2 days per week.</i> |
| Hours | We are advertising this as a full-time position at 35 hours per week plus a one-hour lunch break each day. However, for the right candidate we would be happy to discuss the possibility of working part-time (4 days per week) or compressed hours. Our standard office hours are 09:30 - 17:30, Monday to Friday. On occasion you may be required to attend weekend or evening events, for which you will be entitled to time off in lieu (TOIL). |
| Salary | c.£40,000 |
| Reports to | Chief Executive |

About Tenebrae

Tenebrae is one of the world’s leading vocal ensembles, renowned for its core values of passion and precision. Founded in 2001 by director Nigel Short, the choir performs around 60 concerts each year across the UK, Europe, the US and further afield, including at some of the world’s most prestigious concert venues and festivals. Alongside its busy concert and recording schedule, the ensemble delivers a rapidly growing Learning & Connection programme, working with hundreds of children, young people and amateur singers across schools and other community settings.



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In the past 5 years Tenebrae’s programme of activities has grown considerably, but in order to maintain this we now need to grow all areas of our fundraising. The Development Manager will be responsible for ambitious targets across individual donors, grant-giving organisations and corporate sponsors. They will work with the

Chief Executive to refresh and implement our 3-year fundraising strategy, raising substantial funds to support the charity's core costs as well as individual artistic and educational initiatives. For the right candidate, this role offers the opportunity to make a transformational difference to Tenebrae's artistic scope and financial sustainability as we approach our 25th anniversary in the 2026-27 season.

If you have any questions about the role, please contact Eleanor Hunt (Operations Manager) at eleanor@tenebrae-choir.com.

Key responsibilities

Fundraising Strategy & Processes

- Working closely with the Chief Executive, review and refresh Tenebrae's 3-year fundraising strategy across individual donors, Trusts & Foundations, Arts Council England and corporate donations;
- Take primary responsibility for the implementation of the fundraising strategy, monitoring results and making adjustments as required;
- Build and maintain a strong Case for Support which can be adapted easily for different audiences;
- Advise the Chief Executive and Artistic Director on the fundability of new project proposals;
- Attend quarterly meetings of Tenebrae's Development Board to present latest results and raise any key issues for discussion;
- Oversee any expenditure relating to fundraising events and materials, ensuring that we do not exceed the annual budget.

Individual Giving

- Personal responsibility for growing our membership and individual donations in line with agreed targets;
- Conducting research to identify new prospects, and cultivating new leads through tailored stewardship;
- Maintaining strong relationships and communications with all our supporters as appropriate to their level of giving, with particular attention given to our major donors;
- Ensuring that we deliver high-quality member benefits regularly and on time, including instructing our digital agency (WildKat) on the creation of online content for members;
- Planning and delivering donor events as required;
- Ensuring that we maximise Gift Aid.

Trusts & Foundations

- Writing and submitting clear, compelling applications to a range of grant-giving organisations across core income, ongoing Learning & Connection programmes, and one-off artistic projects;
- Cultivating strong relationships with relevant stakeholders at key Trusts and Foundations;
- Monitoring opportunities and deadlines, ensuring that we maximise chances of success by making the most relevant applications at the right time;
- Researching and identifying new Trusts and Foundations with an interest in our areas of work;
- Writing and submitting grant reports as required by our funders;
- Ensuring that we comply with any other funder requirements (e.g. brand guidelines, credits etc.)

Corporate Support

- Researching opportunities for corporate support (direct or in-kind) and making considered approaches as required;
- Building and maintaining strong relationships with key stakeholders at our corporate sponsors, providing them with regular, relevant updates and ensuring that they see the value of their investment.

Reporting

- Reporting regularly against targets and reacting flexibly to the findings, adjusting the fundraising strategy as required;
- Preparing accurate reporting and papers for quarterly Development Board meetings.

General

- Maintaining strong relationships with all our Trustees, leveraging their networks as appropriate;
- Maintaining Tenebrae's fundraising database (Donorfy) to ensure accurate and efficient reporting across all strands of our fundraising;
- Ensuring that information held in Donorfy is compliant with the fundraising code of practice and data protection legislation;
- Attending relevant industry events and keeping on top of new trends and best practice in the industry.

Personal specification

Essential

- At least 3 years' experience in fundraising, ideally in a variety of charitable settings;
- The knowledge and understanding to develop a robust and deliverable fundraising strategy;
- A proven track record of delivering major gifts from individuals, making face-to-face asks and closing the deal;
- A proven track record in securing grants from a range of Trusts and Foundations;
- Excellent written English, applicable to both donor communications and written grant applications;
- Strong verbal communication and relationship-building skills;
- Able to collate and analyse numerical data in order to provide accurate reporting and identify successes and areas for improvements;
- Knowledge of Gift Aid, tax-efficient giving and member benefit limits.

Desirable

- A knowledge of and interest in classical music;
- Prior experience of raising funds from corporates;
- Knowledge of the Donorfy fundraising database.

Application Process

In order to apply, please email your CV and a cover letter (no more than 2 pages) detailing your suitability for the role to Eleanor Hunt: eleanor@tenebrae-choir.com.

Applications must be received by no later than 9am on **29th July 2024**. Interviews will take place **in London on Wednesday 7th August**. Please indicate in your email if you are unavailable and we will endeavour to find another time.

At Tenebrae we believe that everyone should have equal opportunities to succeed, regardless of their age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. If you feel you are qualified for this role then we would love to hear from you, regardless of your background or circumstances. If you have additional access needs, please let us know and we will work with you to accommodate your requirements.