



Head of Development

Role Information Pack

Deadline 5pm, Thursday 20th February 2025



“The team at Music Masters are a joy to work with, full of passionate individuals who really care about their work and the charity. In return, Music Masters is an organisation that really looks after the individuals within it and genuinely values their unique strengths.”

Steph Walsh, Programme Manager



Head of Development

Role Overview

At an incredibly exciting time for Music Masters, we're seeking an exceptional, dynamic Head of Development to grow fundraised income and help us to supercharge our national impact. This position offers an experienced and outgoing fundraising leader the unique opportunity to play a pivotal strategic role for one of the UK's most enterprising and innovative music education organisations, including the chance to develop a brand-new fundraising strategy from 2026.

Reporting to and working closely with the CEO, you will enjoy high-level collaboration with Music Masters' Development Committee Chair and our newly appointed Chair of Trustees, Stuart Mason. You will be responsible for leading and developing a talented team of fundraisers, and for the right candidate this role brings with it the opportunity to progress to Development Director as we seek to grow our fundraising capacity and capability, enabling us to reach thousands more children through our groundbreaking national programmes.

Reports to	Chief Executive Officer
Key relationships	Board of Trustees, Finance Director, Head of Marketing, Head of Schools & Creative Programmes, Head of Teacher Training Programmes
Direct reports	Development Manager, Individual Giving Officer, Development Officer
Location	A balance of remote working and working in Music Masters' office (Kennington, London SE11). Employees are encouraged to base themselves in / around the office as much as the role requires, with a minimum of once per week (currently Wednesdays) - the communal office day for all team members.
Hours	Full time
Salary	£48,000
Pension	Contributory Pension including 5% employer contribution
Benefits	<ul style="list-style-type: none">• 25 days annual leave, public holidays + office closure between Christmas and New Year• Employee Assistance Programme to support your mental wellbeing• Enhanced maternity, paternity and adoption leave• In-house and external training opportunities available throughout the year• A flexible approach to working to support work-life balance
Duration	Permanent
Start date	From April 2025
Application Deadline	Thursday 20 th February at 5pm
Interviews	First round: Wednesday 26 th or Thursday 27 th February Second round: Wednesday 5 th or Thursday 6 th March

Please note: The successful candidate will be required to hold / apply for an Enhanced DBS check and complete annual safeguarding training.

About Music Masters

Music Masters' driving aim is to address at their root the most significant issues that could prevent a child from achieving to their greatest creative potential. We work tirelessly to improve equitable access to music education, quality and inclusivity in music teaching and learning, and pathways of opportunity in and through music to career level. Key to this is showcasing excellence in inclusive music teaching through our five partner 'Flagship Schools' in London in which we teach 1,000 children with highly diverse backgrounds and needs, each for up to seven years. The ever-changing environment in which we work informs and inspires our drive to address systemic barriers to music education and progression on a national scale. We do this through working intensively with schools, teachers and organisations – and with the next generation of musicians, teachers and advocates, including our own graduate pupils.

As an example of our wider influence, through our year-long postgraduate-level teacher training programme Musicians of Change (PGCEi) launched in 2019, over 28,000 children and young people from Aberdeen to Penzance now feel the benefit of superior music teaching with inclusion at its heart. Our commitment to providing access to progression pathways with and through music for children from backgrounds underrepresented in classical music remains a core principle throughout our work, and I'M IN (Inclusive Music INdex), our organisational self-assessment tool, has so far enabled us to support and challenge 150 organisations working in and with music to build a more inclusive approach that welcomes, nurtures and values talented, diverse young musicians.



The first two years of our 2022-26 strategy have seen us develop, test and evaluate a number of programmes designed to increase our national reach and impact. Alongside this, we have reviewed our longstanding programmes through commissioning unbiased external review, creating new theories of change and developing a refreshed evaluation approach, leading to real improvement and further innovation. A key aim of this period has been to gain clear understanding of the difference Music Masters is making – in particular through the charity's unique strengths and expertise. The next two years sees us refine our most impactful activity to further extend its value for our beneficiaries, and to develop work that has the potential to scale our reach and impact exponentially. By the end of this strategic period we aim to have developed a data-informed, sustainable plan for growth and scale that provides a roadmap for our future.

"I can easily say that this is most supportive, ambitious and caring organisation I have had the pleasure of working in. Always pushing the needle to improve the UK music education industry and beyond."

Ashley Roye, Schools Programme Manager



Working with us

Music Masters is great place to work that values individuality, creativity and collaboration. The Music Masters office team currently comprises:

Executive	Chief Executive Officer (FT)
Finance and Operations	Finance Director (PT) Finance and HR Officer (PT) Operations & Systems Manager (FT)
Fundraising	Head of Development (FT) Development Manager (FT) Individual Giving Officer (FT) Development Officer (PT)
Programmes	Head of Schools and Creative Programmes (FT) Head of Teacher Training Programmes (FT) Schools Programme Manager (FT) Programmes Coordinator (PT) Programmes Manager: PGCEi and Pathways (FT) Curriculum Development Manager (fixed term) (PT) Emerging Educator (intern) (PT) Impact and Evaluation Manager (PT) Mentor and Regional Training Manager (PT)
Marketing and Engagement	Head of Marketing (PT) Digital Marketing Manager (PT – currently being advertised)

PT = Part Time FT = Full Time

We work with a team of 30 highly trained freelance and employed music teachers who deliver in our Flagship Schools, lead and support on events, and lecture and mentor on our PGCEi.

Fundamental to our work is our Board of Trustees – a group of exceptional volunteers who keep the values of Music Masters ‘in trust’ for future generations and support the executive team to deliver an outstanding programme of work for the greater good of society. Our trustees are ambassadors for our charity, and play a crucial role in supporting its executive team on significant governance, strategic and financial matters. In autumn 2024, Stuart Mason – father to the remarkable Kanneh-Mason family and Senior Vice President at Belmond – became Music Masters’ Chair of Trustees. Our work is also guided by an expert Advisory Panel, a Development Committee, a Finance and General Purposes Committee and several programme-specific advisory groups.

Music Masters is wholly committed to supporting its employees through bespoke, ongoing personal and professional development and has a designated budget to ensure high quality training can be prioritised.

“Working at Music Masters is incredibly fulfilling. Everyone in the team is really passionate about the work we do, why we do it, and ready to step in to support one another. It's one of those rare work environments that genuinely prioritises employee well-being - a fantastic place to thrive!”

Jaskaran Singh, Impact & Evaluation Manager

About the Role

Working as part of a creative and experienced senior leadership team, the Head of Development will actively contribute to the growth of pioneering programmes which seek to bring the power of music into the lives of children and young people across the UK.

The Head of Development will be responsible for leading a skilled and committed team of three other fundraisers and working with a highly experienced Development Committee and Board of Trustees to drive forward income growth and meet targets. The ambitious fundraising targets of the charity (£1.327 million in 2024/25) are matched by the ambitions of the programme delivery teams and our desire to make music education and the music sector accessible and equitable.

Music Masters' primary sources of fundraised income are trusts and foundations and individuals, with support from the corporate sector being a newer area of focus. The Head of Development will be able to confidently and methodically build income across each of these income streams, in addition to planning and delivering inspiring events and campaigns, developing legacy giving, strengthening our individual donor base, and uncovering and pursuing opportunities to develop income in new and exciting ways.

Below provides an idea of the main areas undertaken by the post-holder:

- Take ownership of and deliver on Music Masters' current fundraising strategy (until 2025-26), including regularly assessing its effectiveness and reviewing whether key outputs have been met to support the growth and diversification of income streams, before formulating a new fundraising strategy for 2026-27 onwards
- Actively seek out new supporters and prospects, while cultivating and nurturing relationships with existing donors
- Work closely with the Chairman, Chief Executive and Development Committee to grow Music Masters' income including from major donors, corporates, charitable trusts and foundations, statutory sources
- Provide leadership to, communicate with and develop strong working relationships with, each of the charity's Board members/trustees so as to maximise their involvement with our work and to support their potential to contribute to Music Masters' vision with their advice, support and/or financial assistance
- Lead, manage and develop Music Masters' fundraising team to ensure it operates at its maximum potential, delivers excellent donor care, maintains excellent, clear and efficient internal processes, and manages all fundraising relationships professionally and responsibly
- Develop and maintain an effective and highly compelling central case for support
- Take responsibility for long-term planning for the department, including the continued development of a high-quality prospect pipeline
- Regularly evaluate the effectiveness of fundraising activities, taking action to improve activity where necessary
- Oversee Music Masters' fundraising events strategy and ensure that all fundraising events are implemented to the highest possible standards and the same level of care, whether a school visit with a single donor or large-scale gala event

- Represent Music Masters at a senior level in Board meetings and to existing and potential supporters
- Be accountable for all development activity including compliance with relevant legislation such as data protection, Gift Aid and tax efficient giving, Charity Commission regulations, and compliance with the Code of Fundraising Practice and Fundraising Regulator guidance and requirements
- Develop strong working relationships with all Music Masters staff; in particular to work closely with the senior leadership team on key strategic decisions affecting the charity, the Finance Director to ensure effective income forecasting, and with the Head of Marketing to ensure messaging is clear and digital fundraising opportunities are maximised
- Be an active and willing participant in Music Masters’ delivery – attending schools, workshops, events and other opportunities to best understand and explore the charity’s work as it evolves
- Undertaking relevant training, ensuring ongoing development of knowledge via conferences, reading and networking.
- Be an advocate for and an example of Music Masters’ core values of excellence and inclusion
- Undertaking any other duties and reasonable requests that are in keeping with the nature of this post and / or the wider organisation’s needs. This may include occasional evening and / or weekend work.

Together with the Development Committee Chair:

- Provide leadership to the Development Committee
- Plan and deliver effective, purposeful Development Committee meetings with clear outcomes and actions
- Ensure trustees are informed and engaged with all areas of the development strategy, including major fundraising events and campaigns
- Develop effective approaches to donor cultivation



“Why work at Music Masters? If you want a collaborative and positive environment, where people support each other, share the successes and are generous with each other, then this is the place for you. We do meaningful work and the focus on well-being is sincere.”

Cedric Fromageot, Operations & Systems Manager



Who are we looking for?

First and foremost, we are looking for an outgoing leader who is excited at the chance to drive and develop Music Masters' fundraising activity and potential, and who can bring energy, skill and ambition to the role.

We want to find a leader who can lead, nurture and develop their team effectively to achieve the best results for the organisation, whilst being comfortable both to 'lead' and 'do'. We hope to find a talented storyteller who with equal confidence and enthusiasm can capture and hold the interest and attention of potential supporters, successfully transforming initial interest into financial support.

It's fair to say that the fundraising events we put on are very special because of the collaboration that happens across our entire team, with our schools, and of course with our brilliant young musicians. We hope to find someone who is energized by the prospect of genuine co-creation with our partners and beneficiaries.

Over the short to medium term we anticipate the role, and the department itself, will evolve further in line with the growth of income and the expansion of programmes and initiatives. If you're looking for a role you can grow with, this could be the opportunity for you!

The successful candidate will have a strategic mindset, able to think creatively and seek out and pursue new opportunities through a flexible, innovative, entrepreneurial outlook. You will be motivated not only by ambitious fundraising targets but also by the impact that the work can have in society. You will be able to structure your work methodically and forward plan effectively, and will be known for your eye for detail.

In more detail, we are looking for someone who identifies as possessing the following:

Knowledge

It is essential that you have knowledge of and familiarity with:

- best practice and of technical aspects of fundraising from private sector
- fundraising techniques used in acquiring funds from charitable trusts and foundations
- tax efficient giving, the impact of GDPR on fundraising activity, charity legislation etc.
- Fundraising Regulator requirements and Code of Fundraising Practice

It is desirable that you also have knowledge of and familiarity with:

- the national education and / or arts fundraising landscape
- legacy giving methods and how to structure a legacy giving programme the corporate sector, in particular of corporate sponsorship, communications, and marketing

Experience

It is essential that you have strong and proven experience in:

- fundraising in a senior fundraising role
- team leadership / management, including team building and nurturing potential through identifying informal and formal training opportunities and pathways





- securing multiple gifts at the five-figure and/or six-figure level
- working with a Development Committee and/or Board of Trustees
- developing, implementing and evaluating a fundraising strategy
- successful and significant fundraising from trusts and foundations
- working with high-net-worth individuals and/or managing an individual giving scheme
- conceiving, planning and delivering fundraising events and campaigns
- securing major gifts across a range of income streams (digital, on-paper, in person, events, campaigns)
- working closely and effectively with marketing & communications functions
- experience of devising and managing budgets

It is desirable that you have experience in:

- fundraising within the social change and / or general education sectors
- raising money from the private sector, including corporate sponsorship

Skills

It is **essential** that you have:

- a forward-thinking, commercially focused, strategic and creative mindset that allows the post-holder to see beyond the day-to-day and develop longer-term aims for fundraising that feed into Music Masters' overall strategy
- proven ability to work effectively with fundraising databases i.e Donorfy or Raisers Edge
- the ability to identify and seize opportunities to support the growth and diversity of Music Masters' donors and income streams
- excellent interpersonal skills; the ability to engage and communicate confidently, effectively and persuasively at a senior level and across a wide range of contacts
- the ability to act as an ambassador for Music Masters at a senior level
- superior written communications: including structuring and writing written communications articulately, persuasively and eloquently to publication standard
- strong skills in negotiation with funders and donors in the interests of the charity
- excellent judgement & decision-making ability
- excellent financial management skills
- strong analytical skills including the ability and drive to understand, reflect on and interpret data in a meaningful way, using it to inform ever-improving fundraising performance, actively researching and collecting compelling and persuasive stories and statistics, making decisions around the success of particular fundraising approaches to inform future approaches, managing return on investment, and reaching new audiences
- a high level of organisation and the ability to manage and prioritise a variety of projects and campaigns at the same time to meet deadlines
- the ability to work effectively in an office or remote environment

“It is rare to feel truly passionate about a job, especially your first one. But I seem to be one of the lucky ones – working for Music Masters is such a joy. It has reinforced my commitment to music education and the accessibility of classical music, and has reinstated my faith in the wider music and music education sectors. We are a kind and devoted team, and what we do really matters. I’m so proud to be a part of this wonderful organisation!”

Maddy Morris, Development Officer



Values

It is **essential** that you:

- strongly believe in the value of inclusion in music and the willingness / ability to persuasively advocate for the benefits of a more diverse music sector. This can come from direct personal experience or having observed the experiences of others
- are keen and ready to learn new skills to support the delivery of our work
- are committed to ensuring our young people and stakeholders are meaningfully involved with our programme design, delivery and evaluation, and an understanding of the need to engage in ongoing reflection for personal and organisational learning
- highly value and uphold the concept of “excellence” across all that Music Masters is and does in line with our ethos.

How to apply

Music Masters is an equal opportunities employer. We are committed to enabling people from a diverse range of backgrounds to build careers in the arts, education and charity sectors. If you have any access needs that are not accounted for within the online written application form process, please don't hesitate to get in touch.

If you are unsure whether or not your skills match the job description but are interested in the role and would like to have an informal discussion prior to applying please write to contact@musicmasters.org.uk. We will do our best to facilitate this, but please bear in mind that this may not always be possible at particularly busy times.

We are committed to safeguarding and promoting the well-being and welfare of children and require everyone associated with Music Masters, including all trustees, employees, and volunteers to share this commitment. Successful applicants will need to undergo child protection screening appropriate to the role, including references from past employers and Disclosure and Barring Service checks.

We believe in and practice fair recruitment. As such, your name, contact details, references, educational background and protected characteristics will be hidden before your application is passed to panel for consideration. Your name will only be provided to the panel prior to interview.

Closing date for applications: Thursday 20th February 2025, 5pm. Successfully short-listed candidates will hear from us by the end of the day on Friday 21st February, and all applicants will receive a response.

To apply, please click [here](#). We can't wait to hear from you!





“The Music Masters team are some of the warmest people I’ve had the pleasure of working with. Each person contributes a high level of skill and care to the collective work of Music Masters, meaning you always feel part of something really special and bigger than the sum of its parts.”

Raihan Choudhry, Digital Marketing Manager

“The Music Masters office is probably the most supportive work environment I’ve encountered in my career. There’s a real enthusiasm for personal and professional development and a palpable collective belief in the mission. And it’s made all the more rewarding when you get to go out into schools and see the work in action!”

Nathan Comer, Development Manager



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UK Music Masters Ltd is a registered charity, number 1119372,
and its company number is 06226749