

A photograph of a woman with long, thick braids, wearing a dark top and large hoop earrings, holding a microphone. She is looking down with a focused expression. In the background, another woman with long blonde hair and glasses is visible, wearing a white shirt. The scene is lit with warm, orange and blue tones, suggesting a stage or performance setting.

NYJO

Head of Development

Applicant Pack

August 2024

The Role



NYJO is looking for an energetic and dedicated Head of Development to lead its fundraising and build on current achievements, including an excellent success rate with Trusts and Foundations, a strong network of individual donors, and a growing legacy circle, created in response to a recent bequest of £1,300,000. If successful, you will be responsible for driving forward our fundraising by building on strong existing relationships with individual donors, corporates, trusts and Arts Council England. You will inherit an excellent, strategically developed portfolio of relationships and income streams, including ACE NPO funding, confirmed until 2027.

This is an exciting time to join NYJO, as we develop our community around our new home in Woolwich, embark on ambitious artistic collaborations within and beyond jazz, and work in partnership with music education organisations around the country to address structural inequalities in music education. Our recent legacy bequest has put NYJO's future on a secure footing, creating the opportunity to

develop longer-term income streams, including new partnerships, and to review existing structures and strategies.

The Head of Development is a member of NYJO's Senior Leadership Team, playing a key role in supporting the wider staff team, establishing a positive organisational culture, prioritising our inclusion strategy and improving project delivery. Opportunities for you to contribute to our organisational leadership will be developed in response to your strengths, experience and areas of interest. For this role, there is particular scope to contribute to our Communications and PR strategy, building an exciting, engaging narrative that develops our reputation and engages funders, audiences and participants alike.

If you are an experienced fundraiser with a passion for creative musicmaking and increasing participatory arts opportunities for all, we would love to hear from you. You'll be joining a small and friendly team of passionate and dedicated people who share NYJO's vision of just and equitable access to music education for all. We realise this is a broad role and do not expect candidates necessarily to meet all items of the person specification, but welcome applications from applicants with transferrable skills who would be keen to develop in other areas. We work flexibly and support our colleagues to balance work with caring or other responsibilities, or those returning to work after a break.

About NYJO

NYJO's alumni include some major names in jazz and music more widely, including Amy Winehouse, Mercury nominee Laura Jurd, Strictly Come Dancing MD Dave Arch (and most of the Strictly band), music supervisor of the London 2012 Olympics and Paralympics Martin Koch, Mark Nightingale, Guy Barker and more.

NYJO began life as a single jazz orchestra, but we are now so much more than that.

For our Emerging Professional musicians we offer rehearsal and paid performance opportunities for large and small ensembles, including recent collaborations with Hermeto Pascoal, Tony Kofi, and an upcoming project with award-winning pianist and composer Nikki Yeoh. The performance programme is supplemented by regular professional development talks, and opportunities to develop as jazz educators, composers, arrangers and MDs. Increasing access and removing barriers to our work runs through all that we do: we now fund travel for musicians travelling from further away to ensure that we are truly national in our reach.

"I have only been with NYJO a few months but my growth in this period has been incredible. I did not have the facilities to study jazz when I was young and I currently study at a contemporary music college, so I haven't been able to get into the jazz scene as much as I've wanted. It's hard to just learn this music in the practice room but being immersed in the music at NYJO is a great environment to really push my playing." - NYJO Drummer

For younger musicians in and around our Woolwich base, we offer a Saturday learning programme that offers ensemble performance opportunities and teaches skills in jazz and improvised music. As part of our local community commitment, we run Holiday Projects for local teenagers and a community jazz choir, and will soon launch a beginner instrumental project and a schools project that sees us work across south-east London.

Nationally we work in partnership with Music Hubs and related music education organisations to develop and deliver a programme of work to widen access to jazz education. These partners are also now coming together as the NYJO Network, to share challenges and best-practice, and work together to find practical solutions that address structural inequalities in music education. This national work is supplemented by NYJO +You, a digital learning platform that complements our in-person activity and increases access to our work for young musicians and educators across the country.

In 2021 NYJO moved to its first permanent home and is now a Resident Artistic Company at Woolwich Works in south-east London, alongside Protein Dance, Punchdrunk Theatre, Chineke!, Acosta Dance Foundation and Woolwich Contemporary Print Fair.



Impact

“The biggest jump I have experienced in my own musicianship came when I joined NYJO - it has provided me with a unique environment to learn arranging; given me somewhere safe to make mistakes and improve; and convinced me that music was a future for me.” - NYJO Arranger/Composer

How can we use jazz to empower the next generation?

How can we amplify their creative voice and ensure no-one is left unheard?

These are the questions that motivate all our work at NYJO as we seek to break down structural inequalities in music education.



In financial year 2022-23, our 18–25-year-old musicians played **45** professional performances

to a public audience of **14,000+**

and we worked with **3,768** young people from all around the country

at **142** sessions in NYJO Learning alone.

This year, **85+** Emerging Professionals have benefited from rehearsals, workshops, and gigs.

“I love the people at NYJO. Everyone here is so encouraging and lovely and it makes the experience worthwhile.” - NYJO Under 18

Key Responsibilities

NYJO's Head of Development is responsible for driving the strategic growth of our charitable income, being an engaging and approachable liaison for current and prospective supporters, and contributing to wider organisational strategy as part of the Senior Leadership team.

STRATEGY

- Develop and implement the pre-established fundraising strategy to underpin key organisational objectives.
- Establish achievable financial targets with a realistic timeframe, preparing development budgets and reporting quarterly on progress.
- Collaborate with colleagues across the organisation to identify project opportunities that deliver organisational strategy and increase fundraising opportunity.
- Create a persuasive Case for Support and equip trustees and staff to advocate effectively for our work.
- With colleagues, evaluate project success, gather evidence of impact and prepare funding reports.
- Lead fundraising, marketing and communications efforts, ensuring cohesive and impactful messaging to effectively engage donors and stakeholders

FUNDRAISING

- Oversee fundraising activities to optimise income from individuals, corporates & trusts.
- Maintain an awareness of sector trends & opportunities, developing new & existing relationships with key funders to raise awareness of our work & increase funding potential.
- Conduct regular trust and prospect research to support pipeline development.
- Manage a major donor prospects pipeline, identifying new donors and proactively devising cultivation strategies.

- Manage an annual series of fundraising events, from relaxed open days to formal receptions.
- Deliver a high standard of supporter care tailored to the level of giving, including nurturing our successful new Legacy Club.
- Identify, cultivate and secure corporate support with clearly established packages for potential supporters, including sponsorship, corporate membership, donations, and in-kind support.
- Ensure best practice in delivering, monitoring, and evaluating contracted partnerships.
- Engage and inspire colleagues to advocate persuasively for the importance and calibre of NYJO's work.
- Report quarterly to the Board of Trustees and actively engage Trustees in fundraising initiatives.
- Oversee the ongoing maintenance of accurate records and ensure the effective implementation of our newly established fundraising database (Beacon) to enhance stewardship, pipeline management, evaluation, and monitoring.
- Ensure compliance with all relevant fundraising, charity and tax regulations, including GDPR.

OTHER

- Line manage all Development and Communications staff, which at present consists of the Development & Communications Coordinator and the Marketing & Communications Coordinator.
- Contribute to wider organisational development as part of the Senior Leadership Team.
- Undertake additional tasks commensurate with the role, as may be required in our small team.

Person Specification

We are keen to provide equality of opportunity to a wide range of prospective candidates as we expand the diversity of our staff and musicians. Whilst we hope to attract candidates with the experience outlined, we encourage applications from those who do not necessarily fulfil all stated criteria:

- A proven track-record as a successful fundraiser within the arts, including securing 5- and 6-figure grants from a range of trust, statutory and individual sources.
- A commitment to inclusion, communicating with empathy, devising effective systems and strategies that underpin strong working relationships and a respectful, safe environment for all our staff and beneficiaries.
- A solid understanding of big band and small ensemble jazz, with enthusiasm for working with young artists.
- A strong work ethic, with the ability to work in a team but with the capacity for setting your own goals and achieving them independently.
- An outgoing, approachable and professional manner in dealing with donors, prospects and other stakeholders.
- The ability to influence, inspire and persuade people, tailor approaches to funders' different priorities and interests, and build strong working relationships with a broad range of internal and external stakeholders.
- Excellent organisational skills with meticulous attention to detail and the ability to prioritise and work to tight deadlines.
- Financial literacy and experience working with Microsoft Office, particularly Outlook and Excel, and Xero accounting software; where necessary, training will be provided.
- A flexible, adaptable, welcoming and enthusiastic approach.



Further Role Details

Reports to:	Chief Executive
Manages:	Development & Communications Coordinator
Location:	NYJO is based in Woolwich
Hours:	Full time or 0.8 contract, with occasional evening and weekend work for which TOIL is provided
Holiday:	25 days, plus bank holidays. The office is also usually closed between Christmas and new year
Notice:	One month during the 3-month probation period, two months thereafter

Why work for NYJO?

- We are on a journey of improvement, openly working to redress our imbalance of representation, particularly as an organisation providing training for a musical genre so heavily rooted in Black culture.
- Being a small organisation, you are encouraged to get involved in everything we do.
- NYJO's staff enjoy flexible hours and hybrid working: work/life balance is important to us and we expect staff to take TOIL for out of hours work. Full-time staff are asked to be in our Woolwich office 2-3 days per week.
- As a Resident Artistic Company at London's most exciting new arts hub, we are part of a burgeoning artistic community bringing new performances and participatory work to SE London (whilst still only 20 mins from central London on the Elizabeth Line!).
- This is an exciting time in our organisational development – but then it always is. You can help us grow, develop our internal systems and improve our offer to current and prospective musicians.

Application Process

To apply, please submit your CV with a covering letter of no more than two pages to our recruitment partner, Joe Blythe at QuarterFive: joeb@quarterfive.co.uk

Please also complete [this Equal Opportunities Monitoring Form](#) before you submit your CV and cover letter. On submitting the form, you will be given a code to quote in your cover email with your application. The code won't associate you with your form, it will just indicate to us that you have completed one.

This is a varied role that requires a wide range of skills. We acknowledge that there will be excellent candidates for the role who have some but not all of the skills. If this is you, and you think you are the right match for NYJO and believe in what we do, please get in touch with Joe for an informal chat.

NYJO is an equal opportunities employer. All applicants will be considered for employment without attention to race, colour, religion, sexual orientation, gender identity, nationality or disability status.

NYJO

Chief Executive Susie York Skinner
Interim Chair Projjol Banerjea
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