



Trust and Foundation Fundraising Manager

Candidate Information
May 2024

What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic is rooted in our city.

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1750 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

Liverpool Philharmonic is committed to diversity and inclusion.

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 18,000 people have benefitted from our music and mental health programme over the last 15 years.

What is the role?

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- **Title:** Trust and Foundation Fundraising Manager
- **Department:** Audiences and Development
- **Location:** Liverpool Philharmonic Hall
- **Responsible to:** Executive Director, Audiences and Development
- **Contract:** Optional: Full Time (35 hours per week), or Part Time (minimum 28 hours per week)

Principal Role

To raise funds for Liverpool Philharmonic from trusts and foundations.

As a key member of the Development team, you will play an instrumental role in raising essential funds to support the organisation's pioneering Music and Health initiative, the nationally-renowned In Harmony Liverpool music education program, Emerging Musicians Fellowship, commissions, concerts and other activity.

Key Responsibilities:

- Develop and execute a strategic fundraising plan to grow revenue from trusts and foundations, building on the organization's current annual income of approximately £800,000 from these sources.
- Conduct prospect research to identify new funding opportunities aligned with the Liverpool Philharmonic's mission and programs.
- Craft compelling proposals, reports, and other materials that articulate the impact of Liverpool Philharmonic's work and make a persuasive case for support.
- Manage a portfolio of existing and prospective trust and foundation funders, cultivating strong relationships through exemplary stewardship and communication.
- Collaborate closely with the Head of Philanthropy and other colleagues to align fundraising efforts and ensure a cohesive donor experience.
- Represent Liverpool Philharmonic with professionalism and passion, serving as an ambassador for the organisation's transformative work through music.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
Experience		
Minimum of 2 years of successful trust and foundation fundraising experience, with a track record of securing significant grants.	**	
Knowledge, Skills and Abilities		
Exceptional written and verbal communication abilities, with a talent for crafting persuasive proposals and materials.	**	
Strong project management and organizational skills, with keen attention to detail.	**	
Proficiency in budget development, financial reporting, and data analysis.	**	
Genuine enthusiasm for music and an appreciation for Liverpool Philharmonic's artistic and community impact.	**	
Self-motivated, with the ability to work independently and manage multiple priorities.	**	
Collaborative team player with outstanding interpersonal skills.	**	

Key Information

- **Salary:** £33,500 per annum (pro-rata if part-time)
- **Employment type:** Full or Part time, Permanent
- **Hours of work:** The contracted hours for this post are 35 hours per week, but part-time work will be considered for the right candidate. Normal office hours are Monday – Friday, 9.30am to 5.30pm but working flexibly across evenings and weekends is sometimes required. There is the option to work from home up to 2 days per week, depending on the business needs.
- **Place of work:** The normal place of work is Liverpool Philharmonic Hall with flexibility for some remote working. Working flexibly across evenings and weekends is sometimes required.
- **Holidays:** 26 days (pro-rata if part-time) plus bank holidays

What benefits are offered?

Complimentary staff tickets

Complimentary staff tickets are available and employees are encouraged to attend events.

Health Cash Plan

Following two years' service you will have access to a health cash plan with an award-winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Pensions

Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.

Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

Service Awards

Employees are provided with additional time off and cash incentives at various long service milestones.

Discounted Staff Parking

Access to half price parking for employees who choose drive in to work.

Rail and bus services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months. Discounted monthly travel on Arriva bus services.

Cycle to work

Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due Monday 17th June 2024 at 12 noon. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview on the w/c 24th June 2024 at Liverpool Philharmonic Hall, Hope Street L1 9BP

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

LIVERPOOL PHILHARMONIC

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Liverpool Philharmonic Hall
Hope Street
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The work of Liverpool Philharmonic is supported by:



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