

# RODOLFUS CHORAL FOUNDATION

## Job Description: Head of Development (p/t)

**45 years of choral courses:** *“the best week of music education” Richard Morrison, The Times*

**40 years of a leading youth choir:** *“unspeakably beautiful, a truly memorable performance”  
Gramophone*

### OVERVIEW OF THE ROLE

Thank you for your interest in the Rodolfus Choral Foundation and our **Head of Development** role.

We are a very small, part-time team (6 people) and are looking for someone who shares our passion for choral singing and helping change the lives of young people by ensuring that the wonderful work of our founder and artistic director, Ralph Allwood, is sustained and developed through successful fundraising.

The primary focus for the new role is to generate sustainable charitable giving from individuals, maintaining and growing our Friends memberships and developing significant income from major donors. We will also welcome input on stewardship of trusts and foundations.

### Key information

Position: Head of Development, Friends and Major Donors

Reports to: General Manager

Key relationships: Artistic Director, Operations Manager, Assistant Director Rodolfus Choir, Communications Manager & Artistic Adviser, Chairman and Trustees

Contract: Part-time, self employed

Hours: Part-time, 2 days per week with additional hours around specific fundraising events

Remuneration: £40,000 - £50,000 pro rata according to experience paid as freelance rate per hour

Location: Working from home with occasional visits to the office at King's Place, London and meetings with donors c. weekly

Main goal: To launch our 45<sup>th</sup> anniversary year development appeal and manage fund raising through individual giving, Friends memberships and legacy donations and pledges, growing our charitable income in line with our strategy.

## **About us**

In 2025 the Rodolfus Choral Foundation is celebrating 45 years of choral courses for children and young people started by Artistic Director Ralph Allwood in 1985. Last year the Rodolfus Choir celebrated its 40<sup>th</sup> anniversary and this year Ralph reaches his 75<sup>th</sup> birthday.

These milestones underscore Ralph's major contribution to helping sustain and develop the unique choral tradition in the British Isles. With almost 12,000 alumni there are many who have made significant musical careers, including Edward Gardner, Helen Charlston and Roddy Williams. Many more have taken a different path but say that they would not be doing what they are doing today had it not been for the skills, inspiration, confidence and friends they gained on our courses or singing in our choir.

A choir represents possibly the best form of human collaboration, and this is very evident in our work. Young people who are highly experienced work alongside those who are new to choral singing and collaborate to perform to the very highest standards. We also play a part in addressing the lack of access to high quality music in schools.

In order to grow and sustain Ralph's work and also to ensure that young people from all communities can benefit from the 'Rodolfus experience' we are planning to raise an endowment fund.

Over the next five years we want to increase the financial support available from around a third to over half of those attending our courses to increase the opportunities to children and young people from all communities. We also want to grow the capacity of our courses from around 300 to 500 per annum over the same period.

By doing this we will not only help thousands of children and young people identify and achieve their life goals but will also continue to make a contribution to our unique choral tradition and help address the lack of high-quality music in our schools.

At the moment, the costs of the small team who run the foundation are mostly met from the surplus that we generate from the courses each year. We are able to build partnerships and support young people to come on our courses with the generous help of a number of trusts and foundations and some individual donations. However, these income streams do not allow us to grow and forward plan.

In order to ensure that we have the financial resources to continue to employ our committed team and support young people through bursaries we need to generate a generous six-figure sum each year and begin to build an endowment fund to increase the security of the organisation.

in order to do this we need an experienced head of development to join our small team to help us set up an endowment and also increase regular giving to help provide a sustainable source of charitable funds.

### **About this role:**

The main duties and responsibilities for the Heads of Development role are as follows:

#### **INDIVIDUAL GIVING**

- Maintain and build relationships with our donors, and identify new individuals who would like to see the Rodolfus Choral Foundation thrive
- Use our extensive alumni list to source and maintain donors
- Use contacts from the artistic director and trustees to generate new donors
- Ensure that our top and potential donors are well looked after and researched, passing on key information to the Artistic Director and, where appropriate, arranging meetings between him and our donors
- Organise and co-host special donor events in unique venues
- Plan and help organise membership events for donors
- Help establish a legacy giving scheme for Rodolfus
- Have overall responsibility for reaching individual giving targets
- Ensure that data is accurately kept in our database in line with GDPR, and is harnessed to support our fundraising efforts

#### **STRATEGIC PLANNING & REPORTING**

- Develop a five-year Fundraising Strategy
- Set ambitious but achievable targets for each year, within the overall Rodolfus budget
- Contribute new ideas and find new opportunities for fundraising
- Produce quarterly fundraising updates for the Trustees
- Produce a fundraising report for the annual accounts, identifying strengths, weaknesses and areas for development in the Fundraising Strategy

#### **TRUSTS AND GRANT-MAKING BODIES**

- Liaise with the General Manager to ensure a coordinated fundraising plan and targets, in keeping with the artistic vision for Rodolfus
- Proof and submit applications and be the point of contact for Trusts and Foundations (this work is currently supported by the General Manager and a fundraising consultant)

#### **GENERAL**

- Attend Team and Board meetings as required
- Be a passionate advocate at all times for Rodolfus

- Adhere to all legal requirements relating to the General Data Protection Regulation (GDPR) as well as all other company policies and procedures
- Create a positive work environment, underpinned by the organisation's values
- The list of responsibilities is not exhaustive and may be reviewed from time to time by the Trustees.
- The appointee may be required to perform duties outside of this as operationally required and at the discretion of the Board.

## ABOUT YOU

We are looking for someone who:

- Is able to foster excellent relationships with major donors
- is positive, proactive, hard-working, innovative and ambitious
- is numerate, analytical, organised and has attention to detail
- is friendly, approachable and collaborative
- happy working in a small but dedicated team
- happy to travel regularly when required for donor and team meetings

### *Essential Criteria:*

- excellent interpersonal skills
- experience of developing positive relationships with donors
- proven success in securing major donations
- experience of prospective donor identification and initial approach
- outstanding communication skills, both spoken and written
- experience in budget management
- good attention to detail
- excellent personal organisation and time management
- experience of working efficiently and effectively on their own as well as in a team
- understands the arts sector

## HOW TO APPLY

Please send your CV and cover letter explaining why you want to work for the Rodolfus Foundation and how you meet the person specification, to Annabel Price. [annabel@rodolfusfoundation.org.uk](mailto:annabel@rodolfusfoundation.org.uk)

When submitting your application to Annabel, please

indicate the following –

- your availability for first and second round interviews
- your potential start date

Closing date: Midday on 9th June 2025

Interviews: First round interviews will be held online on w/c 16<sup>th</sup> June 2025

Second round interviews will be held w/c 23<sup>rd</sup> June 2025

#### EQUAL OPPORTUNITIES

We strongly believe in equal opportunities for all, and we welcome job applications from people of all backgrounds. If you require any assistance in the recruitment process, please let us know by contacting Annabel Price on 07958 967435