



Chetham's

JOB DESCRIPTION

Job Title:	Senior Development Manager
Responsible to:	Joint Principal and Head of Communications
Hours of work:	35 hours per week
Location:	Chetham's School of Music
Holiday entitlement:	The role is a 52 week position and the post holder will be entitled to annual leave of 25 days including bank holidays (FTE)

Information about Chetham's

Founded in 1653, Chetham's Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

To manage the development team in securing ambitious fundraising targets across all income streams including Trust & Foundations, Major Gifts, Patrons, Legacies and Corporates for Chetham's School of Music, Library and Stoller Hall, as outlined in the fundraising strategy.

The main areas of fundraising need are:

Bursary support – around 90% of our students receive bursary support during their time at Chetham's, totalling < £500,000 per year.

Musical Activity – seeking funding for our core musical program and masterclasses.

Creative Engagement – promoting access to arts and culture across the region

Library – to promote access and upkeep of the oldest public library in the English speaking world.

Capital projects – from the upkeep of our portfolio of listed buildings, to opening a new entrance for the library and developing our boarding accommodation.

The Stoller Hall – to secure funding to support the work of the hall and associated venues to allow its artistic program to the grow and flourish

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date:



PERSON SPECIFICATION – Senior Development Manager

Essential attributes

- Proven track record in a fundraising role, ideally in the arts, education, or heritage sector.
- Experience securing at least five-figure gifts across a variety of income streams, including Trusts and Foundations, Corporate Sponsorships and Major Donors.
- Exceptional communication skills, both verbal and written.
- Highly personable with the ability to build relationships with a range of different stakeholders.
- A strong team player with a willingness to be “hands on” as and when required.
- Excellent time management skills and ability to manage multiple priorities.
- Good IT skills and experience using database systems, mail merges and MS Office applications.
- Comfortable with budget forecasting and income reporting.
- Confident and able to represent the organisation in a professional manner.
- Management experience.
- Flexibility to work evenings and weekends when required.
- Educated to degree level or with equivalent experience.
- Suitability to work with children.

Desirable attributes

- Knowledge of Spektrix or similar database systems.
- Understanding and/or appreciation of the arts, particularly classical music and heritage buildings.

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702