**JOB DESCRIPTION – Development Officer (Individual Giving and Small Trusts)**

*Hours: 22.5hrs per week*

*Pay grade: £22,000 - £25,000 per annum pro rata, dependent on experience*

*Location: central Warwick, with opportunity for some home working by arrangement*

Critically acclaimed choir and instrumental ensemble Armonico Consort entertains audiences across the country with its high quality concerts, outstanding recordings and innovative projects. Drawing on the passions of its forward-thinking founder and artistic director Christopher Monks, Armonico Consort’s professional singers and musicians perform inspiring programmes, spanning the Baroque to the present day.

Central to Armonico Consort is its education programme AC Academy, which reaches 15,000 children a year across the UK through its in-school Choir Creation Scheme and after school AC Academy Choirs in partnership with music hubs nationwide and in collaboration with venues such as the Royal Albert Hall.

Armonico Consort is also set to be the lead choral contributor to Coventry’s year as UK City of Culture 2021, and the build up to this will present a number of exciting opportunities for the organisation.

Armonico Consort’s fundraising is central to our business model, and requires the efficient management and growing of our group of individual regular donors, alongside a process of bidding to grant and trust funders to support a variety of performance and educational projects. In order to help Armonico Consort continue to grow and develop, we need to recruit an excellent individual donor fundraiser with experience of writing small trust funding bids in order to strengthen our funding base, who is passionate both about music and about seeing others develop their lives through music.

Reporting to the Head of Development and Planning, the postholder will:

* Build and maintain relationships with individual donors at Patron, Benefactor, President’s Circle and Conductor’s Circle level
* Administer the Key Supporter’s Network group
* Undertake practical management of individual donor groups, including promoting take-up of main member benefits and managing events
* Write bids to small funders (those contributing <£7,500) to support Armonico’s charitable activities, under the direction of the Head of Development and Planning
* Plan and administer specific campaigns, for example legacy weeks, online crowdfunding initiatives etc.
* Help to maintain the CiviCRM funder and supporter database.

**Closing date for applications** (CV and covering letter): 12 noon on Friday 26thth January. Interviews to take place on Tuesday 30th / Wednesday 31st March.

**Contact:** Nick Drew, Head of Development and Planning – ndrew@armonico.org.uk / 01926 800109 (option 5)

Person specification

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion | Essential | Desirable | How assessed |
| Education and Qualifications | * Further education qualification or equivalent accredited professional experience
 | * University degree at II.2 level or higher
* Relevant fundraising qualification
* Associate Membership of Institute of Fundraising
* Project management qualification (PRINCE2 or similar)
 | CV |
| Experience | * At least two years’ prior experience in a fundraising environment
* Experience of working with high-net-worth individuals and eliciting their support
* Experience of bid and proposal writing
* Track record of success in securing multiple small grants (<£7500)
 | * Specific experience of fundraising for the arts
* Experience of having overseen a membership scheme or donor society
* Experience in using fundraising and donor development databases/CRM systems
* Prior experience of campaign management, e.g. legacies, challenges, crowdfunding
 | CVInterview |
| Skills | * Ability to identify fundraising prospects and tailor approaches to their interests, working partly on own initiative with guidance from Head of Development
* Ability to write convincing funding proposals
* Working with colleagues to identify potential new opportunities and projects
* Creating appropriate budgets for individual funding bids based on overall financial information
* Research skills using online and offline resources
* Technology-literate, including Microsoft Office suite of programmes
* Event management skills, from invitation to practical delivery
* Organising and minuting meetings, and tracking actions from those meetings
 |  | InterviewCV |
| Knowledge | * Knowledge of the issues facing the arts and culture sector
* Understanding of data protection and data management issues
* Some knowledge of classical music
 | * An interest in and knowledge of classical music, and specifically the music of the Renaissance and Baroque periods
* An interest in and passion for music education
* Local knowledge of funders in the West Midlands area
 | InterviewCV |
| Personal Attributes | * Fluent and persuasive written style
* Attentiveness to detail
* Organised and methodical
* Strong team-working ethic
* Confident and personable, especially when dealing with high-net-worth individuals
* Able to work on own initiative once appropriate overall direction is given
 |  | InterviewReferences |