



LONGBOROUGH
— FESTIVAL OPERA —

Fundraising Manager Job Description

Role: Fundraising Manager

Reporting to: Executive Director

Contract: Full-time

Location: Working from home with regular trips to our office in Longborough, Moreton in Marsh, Gloucestershire

Salary: £35,000-38,000, according to experience

About Longborough Festival Opera

Longborough Festival Opera started in 1991 when Martin & Lizzie Graham hosted opera performances in their garden to 400 people. In 1996, they took the next step and converted a barn into a 500-seat proscenium arch theatre. Longborough has gained an international reputation, both in cultivating emerging artists as well as showcasing upcoming Wagnerian singers. In 2013 Longborough received wide-ranging acclaim as the first privately-run UK opera house to present Wagner's epic Ring cycle. Our audiences have grown and we now welcome c.10,000 people every summer. Throughout the year, we visit schools, sharing opera with c.1,000 local school children. Longborough is proud of its origins and ethos.

In 2018, acclaimed opera director Polly Graham was appointed Artistic Director, praised by Richard Morrison as offering a 'bold new direction' for the Festival.

Background

The Longborough team is a small and committed group with a high work ethic and willingness to support each other. During the summer festival, additional staff members join us on site.

The Fundraising Manager is a new position and represents Longborough's ambition to increase our development capabilities, in particular nurturing relationships with Trusts, prospective donors and existing supporters. The Fundraising Manager will work closely with our Membership & Development Manager, jointly working to enable the charity's artistic, community and organisational aspirations.

Job Description

Longborough Festival Opera is seeking a full-time Fundraising Manager to join our team. The focus of the role is to tangibly increase the support we receive from Trusts & Foundations and to develop successful appeals for our opera productions, rural community projects, education programme, new commissions, and eventually a capital project. The role will suit someone who enjoys a varied workload and thrives in a small team.

Trusts and Foundations

- Research and target Trusts & Foundations
- Write persuasive, engaging, successful grant applications, working closely with the Artistic and Executive Directors
- Actively seek out and develop long-term relationships with Trusts & Foundations, including raising our profile
- Actively track progress of all grant applications, from initial contact through to final report

Income Generation

- Create and manage fundraising appeals across the breadth of our work
- Working with the Executive Director, Artistic Director, trustees and Membership & Development Manager to identify prospective donors and cultivate lasting relationships.
- Collaboratively develop and oversee an annual strategy to increase income across Trusts & Foundations, donations, appeals and other opportunities.
- Identify and implement ways in which to re-engage lapsed supporters.
- Work with the Marketing Manager to develop tailored news and information for existing donors.

Database Management

- Analyse data for existing donors to build a cultivation programme, identifying opportunities to increase and diversify their support.
- Organise systematic follow-ups after any fundraising activity and ensure Longborough's database (Spektrix) is accurate and current.

Finance

- Collaboratively agree annual fundraising targets with the Executive Director
- Actively track progress of donation and fundraising targets, including preparing regular reports for executive team and trustees

General

- Develop, manage and contribute to fundraising/member events held throughout the year
- Represent Longborough Festival Opera at our performances from June to August
- Undertake other duties as may be reasonably required to support the wider team at Longborough
- Actively engage with best practice policies including equal opportunities, fairness, health & safety to ensure our workplace is equitable, supportive and a good place to work.

Person Specification

Essential

- Minimum five years' experience in fundraising
- Proven success in grant writing
- Proven success in building relationships and securing gifts from high level donors
- Exceptional communication skills with the ability to communicate convincingly to a diverse range of people in writing and in person
- Excellent interpersonal skills and ability to build long-term and positive relationships
- Ability to take the initiative and to think creatively
- Ability to work successfully in a team and in a busy working environment
- Experience of working in an Arts organisation

Desirable

- Event management skills and experience
- Experience with Arts Council funding, applications, and reporting requirements
- An appreciation for and understanding of classical music/opera and theatre

Benefits

- 20 holiday days + Bank holidays
- 3-day Christmas office closure
- 3% Pension contribution subject to employee contribution of 5%
- Flexible working
- Discounted tickets (subject to availability)

We want our workforce to be representative of all sections of society and actively welcome candidates currently underrepresented in the arts. Our offices are not currently wheelchair accessible, but please speak to us if this is a barrier. The role can be flexible, fitting around other life commitments.

To apply

Please electronically submit your CV and covering letter to Jennifer Smith, Executive Director:
jen@lfo.org.uk

In the covering letter, please explain your interest in the role along with relevant skills and experience in relation to the person specification. Thank you for including your current salary, notice period and the name of two referees. References will not be sought until the position is offered.

When you submit your application, please complete our anonymised equality monitoring form:
<https://forms.gle/DsmCjPhB3Nv8nnM47>

For any questions or to arrange an informal chat, please contact Jennifer Smith: jen@lfo.org.uk

Application Deadline: 5pm, Friday 16 April 2021

First interviews: 22-23 April 2021

Second interviews: Wednesday 28 April 2021

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.