



GARSINGTON OPERA

AT WORMSLEY

Development Manager

Garsington Opera is a prestigious festival with performances in June-July each year. In 2011 the festival relocated to the Getty family estate at Wormsley, near Stokenchurch, following 21 years at Garsington Manor. The Administration Office is located in Great Milton, Oxfordshire.

Post:	Development Manager
Department:	Membership Development
Line Manager:	Director of Development & Communications
Salary:	£25,000-30,000 dependent on experience
Application deadline:	5pm, 11 January 2018

BACKGROUND

Garsington Opera is seeking a proactive, highly efficient and personable administrator to join a successful development team. Working with the Director of Development & Communications, the post holder will deliver outstanding donor care and administration. Specific responsibilities will include identifying new trusts and foundations for support as well as running the GO≤35 membership scheme, regular membership events, as well as managing and recording correspondence with all members, donors and supporters. There will also be opportunities to be involved with CSR giving by corporate supporters. The position would be suitable for someone with some fundraising experience seeking a second fundraising role.

Reporting to the Director of Development & Communications, the role involves using Tessitura, a specialised ticketing and fundraising database, to record interaction with members, corporate supporters and prospects.

KEY RESPONSIBILITIES

Private support

- Work closely with the Director of Development & Communications to manage Garsington Opera's existing membership scheme, running an efficient system to record correspondence with both existing and prospective members.
- Maintain and develop Garsington Opera's GO≤35 programme for young members, managing all recruitment, correspondence, events and on-site logistics for this group.
- Develop relationships with individual members, making fundraising asks where appropriate.
- Responsible for delivering the programme of membership and supporter events throughout the year.
- Assist the Director of Development & Communications with coordinating guest lists for all events.
- Assist with producing funding proposals and work closely with the Director of Development & Communications to research and apply to relevant grant-giving organisations.

Trusts & Foundations

- Conduct extensive research into possible funding streams and opportunities from trusts and foundations.
- Assist in the production of funding reports for existing supporters.

- Responsible for making applications for small grants (under £10,000) and supporting the Director of Development & Communications in making applications for large grants, ensuring all deadlines are met.

Administrative support

- Support the Development and Executive teams by preparing briefing notes and research profiles to inform fundraising strategy.
- Work closely with the Box Office Manager and Marketing Officer to oversee all membership communications, including scheduling and writing content.
- Maintain records on Tessitura, as well as keeping efficient paper files and audit trails where appropriate.
- Support the team as required, taking phone calls, drafting correspondence, overseeing mailings, arranging meetings and representing Garsington Opera in a professional and personable manner.

PERSONAL SPECIFICATION

- Excellent interpersonal skills.
- Knowledge or experience of fundraising.
- Experience of working in an office environment and interacting with a wide range of people.
- Good time management skills with the ability to prioritise multiple requirements, work under pressure and meet deadlines.
- Excellent IT skills, capable of comprehending a complex database, completing mail merges, updating web pages and using MS Office applications.
- Good writing skills with an ability to summarise key information concisely.
- Close attention to detail, preferably with experience of proof reading.
- An adaptable team player who is comfortable working as part of a busy team, but also able to work independently.
- Confident and well presented with a professional telephone manner.
- Flexibility to work evenings and weekends when required.
- Ability to handle sensitive material with confidentiality.

DESIRABLE

- Knowledge of using Tessitura, Raiser's Edge or similar database.
- Interest in, or knowledge of, opera and classical music.
- Knowledge of Correct Form
- Full UK driving licence and own transport

APPLICATION DETAILS

Please email a copy of your CV and a one-page covering letter outlining your suitability for the role to Helen Kirkaldie (helen@garsingtonopera.org). Please include 'Development Manager' in the subject line of the email.

Email is preferred but, if this is not possible, you may submit your application by post to:
Helen Kirkaldie, Garsington Opera, The Old Garage, Great Milton, Oxford OX44 7NP

12.12.2017