



GARSINGTON OPERA

AT WORMSLEY

Director of Development

Garsington Opera is a prestigious festival with performances in June-July each year, a world-class Young Artists programme and a vibrant programme of community engagement. In 2011 the festival relocated to the Getty family estate at Wormsley, near Stokenchurch, following 21 years at Garsington Manor. The Administration Office is currently located in Great Milton, Oxfordshire, and will move to the Arts Hub at Wormsley in 2023. The Director of Development will be expected to spend some days each week in the office overseeing the department.

Post:	Director of Development
Department:	Development
Line Manager:	Executive Director
Contract:	Full time
Salary:	Negotiable, depending on experience
Start date:	September 2022

BACKGROUND

Garsington Opera is seeking an experienced and successful fundraiser to oversee and run our Development Department including major gifts, corporate support, Trusts and Foundations, individual giving and donor stewardship. Garsington Opera is a membership organisation with over 2,500 loyal members contributing around £900,000 p.a. and receives no Arts Council funding. The DoD will also oversee our Arts Hub capital campaign. This is a leadership role that requires an established, innovative, motivated and dynamic person to join our Senior Management Team at a transformational time of expansion for Garsington.

At a key point in the organisation's history, the successful candidate will have the opportunity to build on the existing department with its proven track record, which currently has three direct reports. The DoD will be responsible for generating income for production support, Learning and Participation projects, and from membership. The annual revenue fundraising requirement is £1,000,000 in addition to membership income.

The Arts Hub Campaign is a major capital campaign to raise £14M, of which over 60% has successfully been pledged to date. The Arts Hub will provide a home for Garsington at Wormsley with three large rehearsal studios, wardrobe and wigs workshops, a green room café, offices, practice rooms and informal performance and community arts facilities. Phase 1 of the Arts Hub building is due to be completed by the Summer of 2023.

The Arts Hub is a transformational project for Garsington Opera providing a year-round purpose-built facility to enable Garsington to bring all its activity together on site at Wormsley and to fulfil its mission. The core of Garsington's vision is to provide a summer festival of exceptional artistic quality, to provide an outstanding programme of development for young

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Founder Leonard Ingrams OBE • *President* Rosalind Ingrams • *Chairman* Bernard Taylor CBE DL • *Artistic Director* Douglas Boyd • *Executive Director* Nicola Creed

Directors Miranda Curtis CMG (*Deputy Chair*) • Dr John Drysdale • Professor Jonathan Freeman-Attwood CBE
Nigel Higgins • Catherine Ingrams • Neil King QC • Iain Mackinnon • Lady Marks • David Suratgar

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professional singers and to grow its dynamic, inclusive outreach programme. The Arts Hub will facilitate Garsington's work with all ages in the local community as well as with local hospitals and through our cutting-edge digital work involving groups in challenging regions across the world.

KEY RESPONSIBILITIES

Major Gifts & Project Support

- Identify, research and plan approaches to major gift prospects to ensure they are engaged with all aspects of GO's activity including the Arts Hub, Festival and community projects.
- Support the requirements of major donors through excellent stewardship, appropriate crediting, reporting and communication on a bespoke basis.
- Work as part of the Senior Management Team to plan future projects based on likely support, engaging potential supporters at an early stage.
- Facilitate access for donors to rehearsals, projects and artists as appropriate and in collaboration with other senior staff.
- Direct use of our Tessitura CRM system to best maintain donor records and communication tracking.
- Ensure key staff / ambassadors / Board members, Campaign Chair and Chair of the American Friends of Garsington Opera are engaged and supported in their advocacy work.
- **Trusts and Foundations:** with the resource of external consultancy, oversee the process of identifying Trusts & Foundations for support, ensuring grant applications are timely and of a high standard, and build and maintain excellent relations with long-term grant givers.
- **Corporate Support:** generate and maintain support from the corporate sector, working closely with the Head of Corporate Development, overseeing efficient processes for the Festival and develop CSR support for our community programme.

Arts Hub Campaign

- Oversee and drive the strategy for directing the major Arts Hub campaign and manage the department to ensure delivery of an effective campaign.
- Support the Arts Hub Campaign Chair, Focus Group and Committee members in their role as ambassadors working on individual prospect strategies.
- Undertake and oversee a programme of wider donor research to enable efficient and informed approaches to potential supporters by the right ambassadors.
- Devise and oversee the delivery of cultivation and stewardship events for the Campaign, together with the Campaign Chair and key department staff.
- Plan and ensure delivery of communications relating to Campaign donors, prospects, press and the wider community to ensure all are engaged with the project.

Annual Membership

- Work closely with the Philanthropy Manager, Box Office & Operations Manager and other members of the Garsington team to oversee efficient processes and ensure the 2,500 members are engaged, logged and thanked appropriately.
- Devise and curate stewardship / fundraising events as appropriate.
- Ensure membership reports are generated and shared with key staff and Board.
- Communicate regularly with the Box Office team to ensure the ticket allocation to members and donors is managed efficiently.

General

- As a member of the Senior Management Team be responsible for developing and implementing the future strategy of the company.
- Attend board meetings and represent Garsington Opera at internal and external events, including senior management duties at Garsington's Festival performances.

PERSONAL SPECIFICATION

- Proven track record of strategic fundraising and capital campaign experience.
- An excellent communicator, with creative flair, confident writing style and the ability to summarise key information concisely.
- Experience of working with a wide range of people, including Board and Committee members, patrons, and artists.
- Excellent time management skills with the ability to prioritise multiple requirements, work under pressure and meet deadlines.
- Experienced user of a complex database, and capable of overseeing the commissioning of reports, data segmentation, and use of MS Office applications.
- Close attention to detail, with experience of proof reading.
- An adaptable team player who is comfortable working as part of a busy team, but also enjoys working independently and initiating ideas.
- Confident and well presented with a professional manner.
- Flexibility to work evenings and weekends when required and throughout the opera festival in June and July.
- Ability to handle sensitive material with confidentiality.
- Knowledge of Tessitura, Raiser's Edge or similar database.
- Interest in, or knowledge of, opera and/or classical music.

ESSENTIAL

- Full UK driving licence and own transport.

Our Annual Report and accounts can be viewed [here](#) and details of the [Arts Hub Campaign](#) and [membership scheme](#) are on our website: www.garsingtonopera.org

APPLICATION DETAILS

Deadline for applications: 10am 21 June 2022

Please email a copy of your CV and a one-page covering letter outlining your suitability for the role to Penny Gilbert (Penny@garsingtonopera.org).

Please include 'Director of Development' in the subject line of the email. Email is preferred but, if this is not possible, you may submit your application by post to: Penny Gilbert, Garsington Opera, The Old Garage, Great Milton, Oxford OX44 7NP

08/06/22