



GARSINGTON OPERA
AT WORMSLEY



Head of Philanthropy



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About Garsington Opera

Located in the stunning Chiltern hills on the Getty family estate, Garsington Opera is a prestigious summer festival with a highly respected international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and Philharmonia. Garsington is now building its own Arts Hub studios to provide much needed rehearsal facilities, production workshops, café, offices and a home for its acclaimed community programme and world-class Young Artists scheme.

This is a great opportunity to join an innovative company at a time of expansion.

A woman with red hair, wearing a long green dress, is performing on a stage. She is looking upwards and to the right, with her hands clasped in front of her chest. The background is dark with some green lighting effects.

The Role

At this exciting time in Garsington Opera's development, we are looking to build on our successful track record in fundraising with the appointment of an experienced Head of Philanthropy. The role will lead on generating income from our successful membership programmes and on increasing income from mid-level (c.£5,000 to £25,000) individual, trust and corporate gifts across the range of Garsington's work.

The Head of Philanthropy will report to the Development Director to develop prospect, cultivation and fundraising plans and manage three fundraisers to achieve ambitious targets across individual, corporate and trust giving. The role will also work closely with the Box Office and Communications, Marketing & External Relations teams to ensure that effective communications, processes and systems are in place to underpin this work.

The role is full-time based at GO's administration offices in Great Milton, Oxfordshire, and will move to the Arts Hub at Wormsley in Summer 2023. Some flexible homeworking will be considered. Our office hours are 9.30 - 5.30, Monday-Friday except during the opera season when evenings and weekends are included as well as occasional events in Oxford and London.



Job Specification

Post: Head of Philanthropy

Reporting to: Development Director

Salary: £36,000 to £46,000 subject to experience

Application deadline: Wednesday 12 April 2023

Interview date: 20 April onwards

Candidates must hold a full driving license and have their own transport.



Key Duties and Responsibilities

Philanthropy – prospecting, cultivation and fundraising

Work with the Development Director to develop plans to maximise income from individuals, the corporate sector and trusts & foundations to achieve the annual membership and fundraising target of £2M and the final phase of the Arts Hub £14.5M capital campaign

Develop and manage a portfolio of relationships taking the lead on securing mid-level gifts (£5k to £25K) from Individuals and Trusts & Foundations to an agreed annual target

Work with the Head of Corporate Development (freelance) to maximise support from the corporate sector

Develop and manage cultivation, stewardship and solicitation strategies for prospects and donors

Work with the Development Director to develop and commission prospect research

Develop and oversee the delivery of the membership plan to achieve income targets through recruitment, retention and upgrade campaigns and effective donor reciprocation

Work with the Development Director to develop a new legacy campaign

Prepare and submit applications for Trust & Foundation grants up to c.£25,000 and support the Development Director in making applications for large grants

Oversee the production of relevant funding reports for Trusts & Foundations and any individual/corporate supporters as required



In conjunction with the Development director, work with SMT, the Board and fundraising volunteers to generate introductions and prospects and to support volunteer solicitation and cultivation

Contribute to the creation of new fundraising programmes and campaigns

Administration and Communication

Work with the Communications team to create fundraising assets and materials that communicate the case for support in line with Garsington Opera's vision, mission, values, brand and organisational objectives

Oversee the Philanthropy Manager in working with the Box Office & Operations Manager and the Comms team to deliver systems and processes to underpin the fundraising including developing a programme of donor cultivation & stewardship events, creating fundraising communications plans and creating an effective research and database management plan

Ensure effective gift administration and reconciliation

Ensure development team adheres to and is informed by relevant charity, fundraising, tax and financial legislation and guidelines including GDPR and keep abreast of best fundraising practice including engaging with fundraising networks and peers

Monitor, evaluate and report on relevant fundraising KPIs and provide reports for the team, SMT and Board

Provide line management support for c.three fundraisers including regular 1:1 meetings, appraisals, objective setting and personal development support to ensure they are able to successfully deliver in their roles



Skills Required

Skills, knowledge and experience:

- At least three years' experience of developing and delivering effective fundraising strategies
- Demonstrable track record of cultivating and stewarding individual donors and evidence of personally securing gifts at £5,000 and above
- Experience of managing and developing teams
- Well-developed relationship management skills with the ability to build positive relationships at all levels including with donors, Trustees/Boards and other senior volunteers
- Evidence of an ability to take a systematic and process-driven approach to
- individual giving prospecting, fundraising and stewardship
- Excellent literacy and numeracy with strong proposal writing skills and ability to shape a case for support
- Experience of working under pressure within a focused, target-driven environment
- Collaborative approach to working with colleagues and as part of a team
- Able to demonstrate a proactive and creative approach to “moving things on” independently
- Interest in the arts and heritage sector
- Experience of Tessitura or equivalent fundraising database



How to Apply

The closing date for applications is 9am on Wednesday 12 April and should be sent to Tiffany Redman at admin@garsingtonopera.org

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Contact details including day and evening telephone/mobile numbers.

Your covering letter should:

- Be no longer than one page
- Summarise why you are interested in this post
- Highlight your relevant experience matching the criteria outlined in the Job Specification
- Detail your notice period (if any)

Successful applicants will be contacted and invited for interview. First round interviews will take place from Thursday 20 April onwards.



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