



GARSINGTON OPERA  
AT WORMSLEY



**Philanthropy Manager**



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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 a Philanthropy Manager. The role will lead on managing our membership programmes and on stewardship of our Individual, Trust and Corporate donors across the range of Garsington's work.

The Philanthropy Manager will report to the Head of Philanthropy and work closely with the Box Office Manager and Communications & Marketing Manager to implement effective communication, cultivation and stewardship plans to support our fundraising strategies.

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:** Philanthropy Manager

**Reporting to:** Head of Philanthropy

**Salary:** £28,000 to £36,000 subject to experience

**Application deadline:** Wednesday 29 March 2023

**Interview date:** w/c Monday 10 April

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



## Key Duties and Responsibilities

### **Membership – Full, Affiliate & GO35 “under 35s” Members**

Work with the Head of Philanthropy to develop the annual membership plan to achieve a target of c.£1m including recruitment of new members, renewals and upgrades.

Implement the annual membership plan in collaboration with the Box Office & Operations Manager and Communications & Marketing Manager

Oversee membership communications

Oversee membership reports, analysis & forecasting

### **Fundraising**

Support the Director of Development and Head of Philanthropy with prospect research information for fundraising

Help inform and deliver the cultivation & stewardship strategy for supporters

Develop proposals for support in line with agreed strategy of approach

Administer the moves management plan and monthly prospect meetings

### **Stewardship**

Implement an effective donor acknowledgement process

Oversee gift administration and gift aid process

Chase unpaid pledges

Manage donor crediting in line with agreed plan



Manage donor event stewardship; rehearsal visits, season parties, library visits, opportunities to meet sponsored artists, liaison with caterers etc

Ensure bespoke ticketing is arranged for donors

### **Donor communications and reporting**

Oversee information gathering for donor reports (currently L&P, Young Artists, GO35, annual reports)

Draft reports for approval, in liaison with team members

Create content for communications with donors and patrons, in liaison with other team members

Draft invitations as required

### **Trusts and Foundations**

Assist on applications to Trusts & Foundations where necessary

Monitor and track requirements, including writing first draft of reports (as above)

### **Events**

Responsibility for managing member and donor events, ensuring venues and catering are booked:

- organise guest lists, write & send invitations, run event on the day, be present to steward guests
- Liaise with Artistic Admin dept to arrange artists and artistic content
- Ensure artists are looked after in relation to development events



## **Tessitura**

Lead department user of Tessitura

Assist development team with systems advice

Suggest best use of the database

Assist Head of Philanthropy and Finance team with reconciliations, audit etc



## Skills Required

### Skills, knowledge and experience:

- Demonstrable experience of cultivating and stewarding individual donors
- 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 well-developed writing skills
- 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 29 March and should be uploaded to <https://gar.so/3L4YYRu>

### **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 week commencing 10 April.



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