



GARSINGTON OPERA  
AT WORMSLEY



**Senior Philanthropy Manager**



# Contents

- 3 About Garsington Opera
- 5 The Role
- 6 Job Specification
- 8 Skills Required
- 10 How to Apply



## 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.

## 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 Philanthropy Manager. The role will lead on generating membership income with a specific focus on increasing income from mid-level (£5,000 to £25,000) individual gifts across the range of Garsington's work.

The Senior Philanthropy Manager will report to the Development Director and work closely with the box office, membership and campaign team to develop prospect, cultivation and fundraising plans to achieve ambitious targets.

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:** Senior Philanthropy Manager

**Reporting to:** Development Director

**Salary:** £32,000-£36,000 per annum

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

### **Philanthropy – prospecting, cultivation and fundraising**

- Work with the Development Director to achieve the annual fundraising target of £1,000,000 and the remaining £4M of the Arts Hub’s £14M Campaign and to develop and execute the individual giving plan within the overall revenue and capital fundraising strategy
- Develop and manage cultivation, stewardship and solicitation strategies for prospects
- Work with the Development Director to develop and commission a prospect research plan in line with GDPR legislation
- Oversee the delivery of our membership scheme, to increase membership income through new membership, retention and upgrade campaigns and donor reciprocation plans
- Secure mid-level individual gifts (c. £5K to £25K) to agreed target
- Work with the Development Director to develop a new legacy campaign
- Collaborate with development team colleagues to identify and cultivate prospects of mutual interest, including potential corporate partners for the Arts Hub
- 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 colleagues 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
- Work with colleagues to deliver systems and processes to underpin the fundraising including effective donor stewardship events, fundraising communications plans and to create an effective research and database management plan
- Ensure effective financial administration and reconciliation for individual giving
- Ensure department adheres to and is informed by relevant charity, fundraising, tax and financial legislation and guidelines and keep abreast of best fundraising practice including engaging with fundraising networks and peers
- Monitor, evaluate and report on individual giving KPIs and provide reports for the team, SMT and Board



## Skills Required

### Skills, knowledge and experience:

- Demonstrable track record of cultivating and stewarding individual donors and evidence of personally securing gifts
- 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 Monday 9 January 2023 and should be sent to Tiffany Redman at [admin@garsingtonopera.org](mailto: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 on Thursday 19 January 2023.



**Garsington Opera**  
The Old Garage, The Green,  
Great Milton, Oxford, OX44 7NP

01865 361201  
[admin@garsingtonopera.org](mailto:admin@garsingtonopera.org)  
[www.garsingtonopera.org](http://www.garsingtonopera.org)