

Job Title	Development Manager
Location	Tenebrae c/o Specialised Travel Ltd. 12-15 Hanger Green, London W5 3EL
Position	Part time
Salary	Subject to experience
Reports to	General Manager

General Description

The role of *Development Manager* is principally to co-ordinate all aspects of Tenebrae's fundraising campaigns. They will report to the General Manager and Development Board and will be responsible for:

- Leading the development and delivery of an effective and innovative fundraising strategy for Tenebrae to support the choir's artistic programme, educational activities and overheads
- Leading all elements of campaign events
- Identifying and approaching appropriate prospects
- Preparing for and attending Development Board meetings and compiling notes and action items
- Liaising with and motivating the Development Board and trustees to continue to develop a strong pipeline of prospects and a team of influencers and ambassadors
- Preparing media and other presentations, including collateral for members of the Development Board and General Manager
- Work effectively with the General Manager and Artistic Director at all times to maximise their impact on fundraising and to ensure relevant deadlines are met
- Carrying out extensive research, support with applications to potential grants and individuals and engage with them accordingly
- Ensuring all prospect research (both for individuals and grants) is captured and restructure the choir's prospect databases accordingly
- Ensuring the choir's databases are kept up-to-date with relevant information regarding individuals and grants
- Ensuring that charitable donations, other development income and in kind support are received at the time they needed and that they are accurately accounted for, spent in accordance with the donor's wishes and stewarded comprehensively and effectively
- Collaborating and having an agreed donor recognition strategy that links with and is informed by the current (and any future changes proposed) Friends scheme

Personal Specification

You would ideally:

- have a degree
- experience in a development or fundraising role
- have excellent IT skills including a high level of proficiency in Microsoft Outlook and Office
- have excellent inter-personal skills, including with written and verbal communication
- diplomatic and confident; able to foster good relationships with donors and stakeholders whilst maintaining the overall needs of the choir and its constraints
- demonstrate that you have excellent organisational skills, with the ability to manage and prioritise a large number of varied tasks with multiple deadlines
- be quick, efficient and able to work accurately under pressure
- possess strong attention to detail and, preferably, have experience writing grant applications
- possess excellent communication skills, both written and verbal
- have a highly flexible approach to working hours to meet the needs of the role
- have a good knowledge of, and active interest in, choral music at all levels including Tenebrae's competitors