



## Development Manager

"May the Gabrieli Consort & Players live forever in health and glory!" *The Times*

Gabrieli are world-renowned interpreters of great vocal and instrumental repertoire from the Renaissance to the present day. Formed as an early-music ensemble by Paul McCreesh in 1982, we have both outgrown and remained true to our original identity. Over more than 35 years, our repertoire has expanded beyond any expectation, but McCreesh's ever-questioning spirit and expressive musicianship, together with a healthy degree of iconoclasm, remain constant features of the ensemble's dynamic performances. We perform major works of the oratorio tradition, virtuosic *a cappella* programmes of music from many centuries and mould-breaking reconstructions of music from historical events.

Beyond the concert hall, Gabrieli is committed to the ongoing development of Gabrieli Roar, an audacious choral training programme that takes a bold stance on the abilities of teenage singers. This ambitious partnership with a network of leading UK youth choirs offers intensive training and mentoring to young singers to prepare them for unrivalled performance and recording opportunities alongside Gabrieli's professional musicians. Early successes in this scheme include a BBC Proms performance of Mendelssohn *Elijah* and studio recordings of *Elijah* and Britten *War Requiem*. Gabrieli Roar's inaugural performance under its new name took place in February 2016 at Southwark Cathedral, followed by a large-scale celebration of Anglican choral repertoire at Ely Cathedral in July 2016. Subsequent projects include Haydn *Harmoniemesse* in London and Hertfordshire, Praetorius *Mass for Christmas Morning* in Hull and Bradford, and *An English Coronation* – a spectacular large-scale recreation of music from the 20th century's four coronations – in Ely, the recording of which was released to widespread acclaim on Winged Lion in May 2019.

### The Role

Following a period of steadily increased fundraising success, Gabrieli expanded its staff to include a dedicated development role for the first time in its history in 2017. This appointment resulted in a step-change in our ability to fund the innovative projects for which we have become known: first year grant funding tripled from our best previous annual result, and average fundraised income grew to more than £275,000 per annum, accounting for more than a quarter of turnover.

We now seek an experienced and dedicated Development Manager to capitalise on recent successes, working with our small professional team in London to achieve an annual target of c.£350,000 by continuing to engage a wide range of funders and developing a comprehensive strategy for further future growth.

### To Apply

Interested applicants should submit a CV and covering letter addressed to John McMunn, General Manager at [john@gabrieli.com](mailto:john@gabrieli.com) by 5.00pm on Friday 30 August. First-round interviews will take place w/c 2 September 2019, with further interviews the following week.

Term: Permanent, full-time  
Salary: c.£35,000 dependent upon experience  
Hours: 37.5 hrs/week excluding lunch breaks, occasional evenings and weekends throughout the year and more during periods of performance activity. Normal office hours are 9.30am-6.00pm Monday-Friday.

Holiday: 20 days annual leave in addition to statutory bank holidays  
 Trial: This appointment is subject to a three-month probationary period  
 Pension: Enrolment in Gabrieli's contributory pension scheme (NEST) upon successful completion of probationary period

<b>Job Title</b>	Development Manager (advertised August 2019)
<b>Primary role</b>	To lead planning and delivery of Gabrieli's fundraising, with the support of the General Manager and the Board of Trustees.
<b>Line Manager</b>	General Manager
<b>Manages</b>	NA
<b>Relationships</b>	All team members, Board of Trustees, external stakeholders
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• To lead and deliver Gabrieli's fundraising, with the support of the General Manager and board members.</li> <li>• To raise the necessary funds for Gabrieli's flagship projects and recordings, acting as an advocate and spokesperson for the charity.</li> <li>• To expand and deliver the existing fundraising strategy, enabling Gabrieli to realise key aims and objectives, devising initiatives and activities to maintain the current momentum and maximise financial support for the charity.</li> <li>• To oversee the drafting and shaping of case for support documents for all projects.</li> <li>• With the General Manager, to set financial targets, prepare development budgets and monitor, review and evaluate progress.</li> <li>• To prepare quarterly reports to the Board of Trustees, assessing success against both quantitative targets and qualitative measures, actively engaging Trustees in fundraising initiatives and activities.</li> <li>• To research and develop, write and submit applications to appropriate Trusts and Foundations, managing an intense schedule of grant applications with a keen awareness of application deadlines.</li> <li>• To devise and manage all fundraising activities to optimise income from individuals, corporates, trusts and foundations, and events.</li> <li>• To manage a major donor prospects pipeline by nurturing current relationships, identifying new donors and proactively devising cultivation strategies from introduction, to ask and stewardship.</li> <li>• To oversee the maintenance of accurate records, making full use of Gabrieli's CRM database (Salesforce).</li> <li>• To secure corporate support and sponsorship, ensuring best practice in delivering contracted partnerships.</li> <li>• To lead crowd-funding campaigns such as The Big Give Christmas Challenge.</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute proactively to social media marketing and project-specific campaigns.</li> <li>• With our designer, to develop marketing materials and project brochures wherever necessary.</li> <li>• To work with the General Manager to expand Gabrieli's Board of Trustees.</li> <li>• Evaluating all Gabrieli Roar projects to inform future project-development and inform grant reports.</li> <li>• To assist the Artistic Director, General Manager and Trustees to build and maintain relationships with major donors.</li> <li>• To be aware of and ensure compliance with General Data Protection Regulation (GDPR); ensure all fundraising activity complies with relevant charity and tax laws and that Gabrieli always maintains best practice in fundraising.</li> <li>• To attend concerts and additional events as a representative of the orchestra, working out of normal office hours as necessary.</li> </ul> <p>To assume other duties as reasonably required</p>
<b>Person specification</b>	
	<ul style="list-style-type: none"> <li>• At least three years' fundraising experience with a cultural organisation.</li> <li>• First class written and verbal communication skills and an ability to communicate and build relationships with a wide variety of internal and external stakeholders.</li> <li>• Flexibility, adaptability, enthusiasm.</li> <li>• A strong work ethic and robust organisational skills.</li> <li>• The capacity to set goals and achieve them independently whilst communicating proactively with colleagues and trustees.</li> <li>• Ability to prioritise, working to tight deadlines in a dynamic and changeable environment.</li> <li>• Knowledge of and an interest in music.</li> <li>• An outgoing, approachable and professional manner in dealing with all of Gabrieli's stakeholders, current and prospective.</li> </ul> <p>Experience of using CRM databases.</p>