

Sound and Music

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Job Description

Title of Post:	Head of Development
Contract & hours:	Permanent contract, full time (37.5 hours per week)
Location:	Anywhere in England. We are adopting a hybrid working approach (a mix of remote and home working) although you will need to be in London minimum once a month
Salary:	£39,000-£43,000 depending on experience
Reporting to:	Chief Executive
Created:	May 2022

1. General Information

The Head of Development is a senior role within Sound and Music, encompassing responsibility for all aspects of the organisation's fundraising, working closely with the Chief Executive, other team members and Trustees to drive and deliver the organisation's development strategy. The role also forms part of Sound and Music's senior management team, who under the leadership of the Chief Executive are responsible for overseeing the organisation's programme of activity, business planning and strategy development, impact evaluation, external profile and a positive and productive organisational culture.

The ideal candidate will have a demonstrable track record of income generation across a range of channels. They will have a strong work ethic, be a proactive team player and have an appetite for collaborative working, supporting the Chief Executive to embed a fundraising and more commercial culture across the organisation. Although it is not an essential requirement to have experience within the arts sector, the candidate will need to have an interest in music and demonstrate a genuine connection with Sound and Music's cause.

This is a pivotal role and the successful candidate will be joining Sound and Music at an exciting time, as we increase the visibility and impact of our national work, engage in high profile campaigns, develop new partnerships and continue to deliver our activities and programmes. With the experience and insight to deliver exemplary stewardship, uncover new opportunities for income generation, create compelling proposals and make the ask, the Head of Development will relish the prospect of creative and strategic thinking that will be instrumental in driving and delivering the development strategy. This is a great opportunity for an ambitious fundraiser who is looking to stamp their mark.

First round interviews will take place on Friday 1st July on Zoom and a smaller number of candidates will be seen for a second round, tbc in person. Full details of the process can be found at the bottom of this document.

2. About Sound and Music

Sound and Music is the national charity for new music. Our vision is to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our mission is to maximise the opportunities for people of all ages to create and enjoy new music.

Sound and Music has three overarching, interconnected and equally weighted aims that shape its activity:

- Artist development
- Audience engagement
- Supporting children and young people to create their own music

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK. We are a National Portfolio Organisation of Arts Council England.

Sound and Music is an equal opportunities employer. We are committed to making recruitment and employment at Sound and Music inclusive and accessible. We particularly welcome applications from backgrounds that experience racism, and/or who are disabled or neurodiverse, or from lower socio-economic backgrounds, to whom we will offer an interview if you meet the essential criteria for the role (see section 5).

- www.soundandmusic.org
- www.thesampler.org
- www.britishmusiccollection.org.uk
- www.minuteoflistening.org
- <https://listenimaginecompose.com/>
- <https://gocompose.soundandmusic.org/>

3. Key Responsibilities

General

- Working with the Chief Executive to drive and deliver a wide-ranging Development Strategy with specific objectives and targets for income generation across the following areas:
 - Income generation including individual giving, charitable trusts and foundations, corporates and high net worth individuals
 - Securing public funding and maintaining existing relationships, including with Arts Council England
 - Growing and nurturing our prospect pipeline
 - High quality impact reporting and donor stewardship
 - Embedding a fundraising culture across the organisation
- Support Sound and Music's monitoring and evaluation processes, including ensuring agreed data collection is implemented

- Maintain up to date information, including on existing funders (including reporting and stewardship); prospects; and financial information including forecasts and payment schedules, adhering to guidelines around data protection and regulation
- Prepare a quarterly development report for Sound and Music's Board and attend Board meetings

Strategic priorities

- Own, implement and develop the organisation's Development Strategy
- Work with Trustees to support their contribution to development, including attendance at Trustee meetings and individual meetings with Trustees
- Produce highly researched and well composed proposals and funding applications to trusts, foundations and statutory and other funders in a competitive climate
- Implement and grow the organisation's individual giving plan and approach
- Work with Senior Management Team colleagues to nurture our earned income stream
- Working with the Senior Management Team to create, deliver, monitor, and review the organisation's business plan, including updating financial information, forecasts and scenario planning
- Keep up to date with emerging developments in charitable giving, and be proactive in researching and identifying potential supporters
- Establish strong relationships with past, current and prospective supporters, ensuring full compliance with the General Data Protection Regulations (GDPR)
- Ensure that all administration is maintained to ensure adherence to deadlines for application, receipt of funding and subsequent reporting and evaluation
- Produce reports, including providing detailed analyses to identify trends
- Regularly evaluate and appraise the effectiveness of fundraising activities
- Champion the fundraising ethos in Sound and Music
- Represent Sound and Music at events as required
- Line manage a full time Fundraising Coordinator

Finance

- Work to organisational processes to deliver activities within approved budgets
- Maintain detailed financial records of fundraising received, pledged and targeted
- Contribute to creating and monitoring the overall organisation budget
- Ensure close monitoring of income and expenditure for relevant budget lines and contribute to senior management team financial planning and review

Common responsibilities for all Sound and Music employees

- Be a creative contributor to the development of the organisation and its relationship to the sector
- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Contribute to the organisation's understanding of equality, diversity and inclusion; its implications for the arts; and how it informs all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection and Privacy, and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board

- Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences throughout the country

4. Special conditions of the post

Particular conditions of the job that the post holder must be willing/able to comply with in order to perform the job.

- A willingness to travel throughout the country as required by the role
- A willingness to represent the organisation internationally on an occasional basis
- Evening and weekend working to attend and network at events will be required

5. Selection Criteria

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

1. A track record of at least three years of successful fundraising in a broad range of funding areas, including individual giving, charitable trusts and foundations and corporate partnerships
2. Proven experience of writing successful funding bids, evaluation reports and project budgets
3. Thorough knowledge of developments within fundraising
4. Project delivery in a range of different contexts
5. Project planning and budgeting
6. Excellent relationship management across the cultivation cycle and various communication channels, including phone, email and face-to-face
7. Understanding of the current political, economic, social and technological climate
8. Experience in the cultural sector
9. Knowledge of public funding bodies, including Arts Council England
10. A commitment to Sound and Music's mission

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

6. How to apply

Please send a copy of your CV plus a supporting letter (no more than two sides of A4) outlining how you meet the requirements of the job description, using specific examples where possible. There is no word limit, but candidates are encouraged to be as concise as possible.

These should be sent to Wendy Attewell wendy.attewell@soundandmusic.org. Please also contact Wendy with any questions.

Please also complete our Equal Opportunities monitoring form here: www.surveymonkey.co.uk/r/G35NRC5.

7. Timeline, interview process and panelists

Please check Sound and Music's website for the most up to date information about timings.

Wednesday 22 nd June, 5pm	Deadline for applications
Friday 24 th June	Applications will hear whether invited for interview
Friday 1 st July	First round interviews
Tuesday 5 th July	Second round interviews

First interviews will be on Zoom with Susanna Eastburn MBE (Chief Executive) and Sam Palmer (Trustee).

Second round interviews will be on Zoom on the morning of Tuesday 5th July, with Susanna Eastburn and Trustees Sam Palmer and Belinda Dee. For this, we will ask candidates to prepare a short presentation (without using Powerpoint or other tools) of no more than 7 minutes, as if you were pitching the Summer School to a charitable foundation new to Sound and Music.

All applications will be treated in the strictest confidence.