

 **e** Orchestra of the
Age of Enlightenment



Individual Giving Manager

Welcome to the OAE



Thank you for your interest in applying for the role of Individual Giving Manager with the Orchestra of the Age of Enlightenment. This recruitment pack should contain all the information you need to put together a successful application, but if you need any further information or to receive this pack in an alternative format, please email recruitment@oae.co.uk or call 02081599184.

We are always striving to make the OAE an exciting and inspiring place to work and this couldn't be better represented by our relocation to Acland Burghley School in north London, of which more later.

If you want to explore more of what the OAE does, we would suggest delving into some of our videos on our [YouTube channel](#), especially our popular video [Introducing the Baroque Theorbo](#). We are also very proud of our newly renovated offices in the school, so why not have a look at our [office](#) and [library](#). Finally, if you would like to find out more about the Orchestra, how we began, what it means to be 'a period instrument orchestra' and how we are run by our players, have a look at this [blog post](#) on our website.

We look forward to receiving your application.

Crispin Woodhead, OAE Chief Executive



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About the OAE

The Orchestra of the Age of Enlightenment (OAE) specialises in historically informed performance. It is governed by its players and works with its Principal Artists who include Sir Simon Rattle and Sir Mark Elder as well as soloists such as Nicola Benedetti, Roderick Williams and Gerald Finley. The Orchestra aims to bring the very best of the period music tradition to today's audiences in performances characterised by artistry, integrity and adventure.

The OAE is Resident Orchestra at Southbank Centre and Associate Orchestra at Glyndebourne Festival Opera. The orchestra tours globally and, through a wide range of education projects, engages with thousands of people across many parts of Britain.

In 2020, we became the very first orchestra in the UK to take up residence in a school. We are immensely proud of our embedded education partnership with Acland Burghley School, and that we can share the next chapter of the OAE story with the wider Camden community.

In October 2020, we launched our digital subscription platform, [OAE Player](#), which features over fifty new music performance videos, created specifically for an online audience and filmed in-house by the OAE's digital team.



Role overview

Responsible to: Development Director

The OAE's Development Team raises £1m annually and Individual Giving Manager plays an integral role in the success of the fundraising function. The successful candidate will manage the delivery of high quality stewardship and events for all supporters of the Orchestra as well as contributing to the smooth running of the Development Department. This role is an excellent opportunity for a motivated fundraiser to gain valuable experience in all areas of Development, including Trusts & Foundations, Corporate partnerships and Friends & Patrons schemes as well as furthering their understanding of our CRM system, Tessitura. The role also encompasses budget management, reporting, marketing and Box Office administration. The OAE has a loyal and generous family of supporters and this role will work closely with this important group to create and strengthen relationships at live performances both in the UK and abroad.

As a forward-looking organization with an ethos of exploration, training and development, we would welcome applications for this post from those with at least 3 years' experience in a development role at officer level who are looking to develop their career by stepping up to a manager level role. We also welcome applications from more experienced candidates already working at manager level who are seeking to broaden their experience and develop their career in a small but seriously dynamic and collegiate organisation.



Key responsibilities

Individuals:

- Maintaining and developing existing relationships with individual supporters through the Patrons' scheme and one-off project support.
- Working with the Director of Development and senior volunteers to secure new individual and corporate donors
- Working closely with the Director of Development, Development Manager and the Development Officer on live and virtual development events including galas
- Working closely with the Development Manager to oversee the management of the Friends scheme, including devising and implementing recruitment and upgrade initiatives
- Managing stewardship for Patrons and other higher level individual supporters, including regular communications, gift administration and delivery of benefits
- Line managing the Development Officer to oversee stewardship and cultivation events and ensure that they are delivered efficiently and on budget.
- To be the key liaison role for communications with CAF America, including managing communications with American donors and the arrangement of events and access to tickets for US concerts
- In consultation with the Development Director, direct a legacy programme, including soliciting bequests, drafting and managing print and being the key liaison point for legators

Corporates:

- Working closely with the Development Director and Senior Volunteers to identify and cultivate corporate prospects
- In conjunction with the Development Officer, ensuring corporate supporters are appropriately stewarded



Key responsibilities

Data management:

- Leading the Development team's strategy for recording, analysing and managing data on our CRM system – Tessitura and ensuring that maximum revenue is generated through this stream
- Shared management (with the Marketing Director) of the Box Office and Data Manager to ensure smooth running of the OAE website income stream TNEW, to manage reporting, solicitation, research, and development of all the OAE's digital and data capabilities
- Covering the Box Office when the Box Office and Data Manager is away

Digital:

- Playing a key role in the continuing development of OAE Player and its delivery, with particular input into marketing the Season Pass initiative to OAE supporters and setting up the digital events and payment pathways through Tessitura
- Devising and where appropriate, presenting, a programme of online webinars for digital audiences on OAE Player

Finance & Operations:

- Working with the Finance Department and the Development Officer to ensure efficient administration of financial receipts and keeping the Development income and expenditure budgets including the KPIs, up to date. Working with the Finance Department and Development officer on Gift Aid and VAT audits.
- Managing Development operations including Data Protection, GDPR and correspondence with the Fundraising Regulator.



Person specification

Essential:

- A minimum of 3 years' experience in an arts fundraising role, with experience of working with individual donors
- Proven track record of securing gifts of £1,000 or more from individuals
- Excellent written and personal presentation skills
- Excellent IT skills (Microsoft Office and Excel) with particular experience of using CRM databases, preferably Tessitura
- Experience of representing an organisation to key stakeholders.
- Experience of monitoring, reporting and forecasting against plans and budgets
- Experience of working with senior volunteers
- Target-focussed with effective time management, prioritisation and planning skills
- Excellent attention to detail
- Strong team player, proactive and results-driven

Preferable:

- Knowledge of and passion for classical music
- Management experience



Acland Burghley School

In summer 2020 the OAE moved into Acland Burghley School in Camden, North London. The residency – a first for a British orchestra – allows us to live, work and play amongst the students of the school.

Three offices have been adapted for our administration team, alongside a recording studio/library. The Grade II listed school assembly hall is used as a rehearsal space, so for the first time, we are all in the in the same place: players, staff and library!

The school is not just the OAE's landlord or physical home. Instead, it offers the opportunity to build on twenty years of work in the borough through OAE's long-standing partnership with Camden Music. Having already worked in eighteen of the local primary schools that feed into ABS, the plans moving forward are to support music and arts across the school into the wider community. This new move underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move has been made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Their support has facilitated the move to the school and is underwriting the first three years of education work.



How to apply

Please apply by completing the application form and sending it along with your cover letter to Edward Shaw, General Manager, at recruitment@oae.co.uk.

Deadline

17:00 on Wednesday 2nd February 2022. Applications received after the deadline may not be considered.

Equality & Diversity Monitoring

We request that all applicants complete our online [Equality and Diversity monitoring form](#).

Interviews

Short-listed candidates will be invited to interview the week commencing Monday 7th February 2022 to be held at the OAE's Office in Tufnell Park, London.



Information

Safeguarding

If we make you an offer of employment following a formal interview, employment with the OAE will be conditional on completing a self-disclosure form and passing an enhanced DBS check. If you have been resident overseas for three months or more in the past five years, we will also apply for a criminal record check in that country. Candidates will also be required to provide the details of at least two referees when applying. As the OAE is based in a school, we expect all candidates to familiarise themselves with the fundamental concepts of safeguarding. For more information, please visit the [NSPCC website](#).

Equality

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within the OAE, we would particularly welcome applications from BAME and disabled applicants. All appointments are made on merit.

Eligibility to work

All applicants should be eligible to work in the UK. If you are invited for interview you will be required to bring your passport and any relevant visas or permits to prove your eligibility to work in the UK.

Candidates must be over 18 years of age.



Terms of employment

Salary: £32,000 per annum

Tenure: Permanent

Contract: Full time

Holidays: 20 days per year plus all statutory holidays

Pension: The OAE operates a workplace pension scheme

Probationary period: One month's notice during probationary period and three months' notice thereafter

Office hours: 9.30am – 5.30pm at the OAE offices, Acland Burghley School, 93 Burghley Road, London NW5 1UH.

Flexible working: The OAE operates a flexible working policy. The demands of this role are such that the successful candidate will be required to spend the majority of their working hours in the OAE's office or at various locations around London and occasionally around the UK. The OAE also operates a Time Off in Lieu policy.

The Orchestra of The Age of Enlightenment is a Registered Charity No. 295329 and a Registered Company No. 2040312