



## JOB DESCRIPTION

### DEVELOPMENT MANAGER – GRANTS AND MAJOR DONORS

<b>JOB TITLE</b>	Development Manager
<b>APPOINTMENT</b>	FTE 0.6 (3 days per week) for a 12-month fixed term. Salisbury-based but with regular travel.
<b>SALARY</b>	Range £30k - £35k pro rata
<b>RESPONSIBLE TO</b>	RSCM Director (Hugh Morris, MA (Cantab.), FRCO, DipChD)
<b>KEY RELATIONSHIPS</b>	Two Deputy Directors, Marketing Officer, Finance Manager Membership Officer
<b>JOB PURPOSE</b>	To raise core and restricted income from donors and trusts, and to establish a coherent fundraising strategy

#### MAIN DUTIES AND RESPONSIBILITIES

**This role exists to raise income from new and existing major donors and trusts; and is an opportunity to play a key part in both shaping and delivering the success of the RSCM's fundraising strategy. It will make a positive difference to the RSCM's ability to deliver its missional activity.**

**The varied remit will include research, proposal writing, cultivation and reporting on success.**

**With knowledge of the charitable sector and proven experience of securing income from a range of donor and trust sources, the right candidate will have strong relationship-building skills and excellent all-round communication ability. The proven ability to produce results is essential.**

#### RSCM context

The Royal School of Church Music, RSCM, is an international educational charity committed to promoting the study, practice and improvement of music in Christian worship and its place in church life. Collectively the RSCM is united in a desire to 'be the heart and home of church music' and the Christian ethos underpins everything we do.

A committed staff team based at our office within the buildings of Sarum College, right next to Salisbury Cathedral, works with over 8000 affiliated churches, schools and individual members worldwide. They work to ensure it is a leading organisation for church music education, training and support.

### **Key Strategic Tasks**

- In consultation with the Senior Management Team develop, implement and maintain an overarching short-term Development strategy, including KPIs (agreed with the SMT). Increase the RSCM's core and restricted income in the following ways:
  - Plan and implement a trust funding strategy and deliver on its agreed income targets
  - Research new potential trust funding opportunities and convert such research into new income
  - Plan and achieve delivery against a donor cultivation programme
  - Plan a series of events to aid the cultivation of new friends and funders
  - Prepare a regular update report for the Senior Management Team
  - Prepare, have approved and deliver against a detailed annual budget
- Meet frequently and work in partnership with Membership, Finance and Marketing departments so that all functions represented by the roles work effectively and harmoniously to meet the objectives of the RSCM as these relate to income generation from new grant and major donor outcomes.
- Manage information and recording fundraising activity on RSCM's database

### **Key Outcomes**

A strategy for, and delivery against, grant application and donor cultivation established swiftly

A measurable increase in the number of grant applications submitted, and resultant income.

A clear plan of donor cultivation established

### **Working pattern**

The role will require occasional travel to events around the UK, and all reasonable expenses for travel will be reimbursed as set out in staff guidelines. Some evening and weekend work may be required, for which time off in lieu will be given.

Some home working may be possible provided core contact time with other staff is protected.

### **Prerequisites**

Good IT skills, including fluency in Microsoft Office Word, Excel, Publisher and Outlook.

The ability to work within a supportive and open office environment.

### **Further information**

Please contact the RSCM's Director, Hugh Morris, via the office:

01722 424848

[recruitment@rscm.com](mailto:recruitment@rscm.com)

**Interviews will be held on 13<sup>th</sup> November 2018**

**How to apply**

Please send a full curriculum vitae and a covering letter outlining why you are the right person to fill this position. Candidates are asked to supply the names and contact details of two referees. Please specify whether or not we may contact your referees prior to interview.

The closing date for applications is 5pm on Wednesday 31<sup>st</sup> October 2018.

Your full application should be sent to Fiona Wright, RSCM, 19 The Close, Salisbury SP1 2EB, or by email to: [recruitment@rscm.com](mailto:recruitment@rscm.com)

All applications will be acknowledged and short-listed candidates will be invited to interview at the RSCM office in Salisbury on Tuesday 13<sup>th</sup> November 2018