



Fundraising Manager

The Dunedin Consort is one of the UK's leading ensembles specialising in historical performance, widely recognised for its world-class performance standards and its imaginative approach to concerts and recordings.

We are looking to recruit a self-motivated, confident and enthusiastic individual to join the Dunedin Consort as its Fundraising Manager on a **part-time basis (20 hours a week)**.

We are looking for a highly-motivated individual who is passionate about fundraising and has a strong interest in the music sector. We are a small, dynamic and friendly team, and this is an ideal post for someone who wants to help make a real difference. The purpose of the role is to help the Dunedin Consort build on our existing fundraising efforts, increase our funding by expanding our base of Friends and donors, expand our legacy work and identify grant-giving bodies and foundations sympathetic to our aims.

Based primarily at the Dunedin Consort office in central Edinburgh, together with the Chief Executive you will prepare grant applications, develop compelling cases for support based upon our existing and planned projects, and identify potential funders. You will develop and implement a fundraising strategy for increasing Dunedin Consort's income streams both from individuals and corporate sponsors, manage the donor database, and manage supporters' events. This will include hosting private receptions during our performances, bringing supporters to rehearsals and outreach activities, and coordinating corporate events.

We are looking for candidates with extensive experience of fundraising or related roles, with excellent writing and research skills, and confident working with fundraising database systems (we use Salesforce NPSP).

Application process:

Please send a copy of your C.V. to Alfonso Leal, Chief Executive, at alfonso@dunedin-consort.org.uk, along with a covering letter explaining why you would like to work with Dunedin Consort and how you believe your skills fit the requirements of the role. Please aim for your CV to be no longer than two pages.

If you have any disability that prevents you from following the application process as described, please contact the office on 0131 516 3718.

Deadline for applications: Friday 3rd December 2018, 5pm

Interviews: week beginning 10th December 2018

Start date: As soon as possible

Salary: £26,000 - £29,000 Pro Rata based on experience.

Introducing the Dunedin Consort

Mission statement

To move, engage, challenge and delight our audiences through our music with performances, recordings and educational activities, both in Scotland and beyond.

Vision

To be recognised as one of the leading ensembles in period performance, admired for our particularly lively engagement with historical discovery and spontaneous music making, creative programming, and the infectious commitment of our international musicians, audiences and supporters.

'Notwithstanding the distinguished Brandenburg discography, this set is nothing short of sensational.'
(Gramophone)

'There's a real energy, with tremendous climaxes that belie the scale of the forces involved.'
(Guardian, on Mozart Requiem)

'Melodic ideas are beautifully punctuated and phrased, vibrato is used strictly ornamentally, and tempos strike my sensibilities as pretty well ideal... It is the sixth concerto, though, that has stolen my heart with its ravishing viola playing, intimately expressive second movement and lightly, crisply bowed finale.'
(BBC Music Magazine)

'The orchestral playing was uniformly magnificent. The sound was warm, energetic and full of character, and there were gorgeous solo turns from violinists Cecilia Bernardini and Huw Daniel...'
(Guardian, on Glasgow Matthew Passion performance)

The Dunedin Consort is Scotland's leading baroque ensemble with an enviable reputation both in the UK and internationally. It has performed at many of the UK's most prestigious venues and festivals, including the Edinburgh International Festival and BBC PROMS.

The Dunedin Consort enjoys generous support from trusts and individuals and has secured 3-year Regular Funding from Creative Scotland for the period 2018-2021.

Recordings form an important part of our output and have received widespread critical acclaim, winning major awards (Two Gramophone Awards – Handel's *Messiah* and Mozart *Requiem*, and a Grammy Nomination – Mozart *Requiem*) which, in turn, have fuelled our international reputation.

The number of performances in Scotland has increased significantly over the last 2 years and now includes regular visits to Glasgow, Edinburgh, Perth, East Lothian and Aberdeen (amongst others). Our increased artistic profile has also translated into regular performances abroad — notably in France and Germany, but also in Poland, Spain and Norway — and regular sell-out concerts at London's Wigmore Hall.

Our outreach work has focused in recent years on schools that score highly in the Scottish Index of Multiple Deprivation, reaching more than 750 pupils in 2018 alone. This season the group also announced a series of additional initiatives aimed at supporting the next generation of professional musicians (Bridging the Gap), as well as the general public (Voice Clinic).

Dunedin Consort is led by John Butt (Music Director). Since 2003, his musical ideas and research have not only shaped our work but have also influenced how many other musicians present theirs. He is particularly respected for his research into the music of the JS Bach. He is Gardiner professor of music at Glasgow University, has written several books for Cambridge University Press and in 2013 was awarded the OBE for his services to music in Scotland. John's personality is endlessly compelling and brings a unique sense of discovery and achievement to the music making process.

Job Description

Key Result Areas	Key Tasks	% of time
Fundraising & Supporter Management	<ul style="list-style-type: none"> • Devise, implement and review a long-term fundraising strategy for the organisation. • Proactive stewardship of existing donors, engaging with our Friends' scheme subscribers as well as corporate donors and those involved in Trust and Foundation giving. • Nurture potential new donors, encouraging supporters to give through our various support routes (Friends' Scheme, Recording Fund, Legacy giving...) • Research suitable Trusts and Foundations and prepare compelling cases for support. • Identify suitable cases for corporate support and manage long-term relationships with key corporate contacts. • Maintain and develop fundraising activities on CRM system (Dunedin Consort uses Salesforce) • Keep website fundraising pages up to date. 	70%
Financial & Administrative	<ul style="list-style-type: none"> • Monitor receipt of online donations received using Salesforce and ensure donor support is acknowledged as appropriate • Prepare reports on activity for the board and funders • Keep fundraising materials up to date according to regulatory developments • Produce regular reports from online giving platforms and CRM 	20%
General	<ul style="list-style-type: none"> • Attend concerts and events, coordinate supporter receptions 	10%

Person Specification

Essential personal criteria	<ul style="list-style-type: none">• Passion for music and advocate for the longevity and development of culture and the arts• Highly organised, self-motivated and enthusiastic about Dunedin Consort and its place within the classical music industry
Essential skills and abilities	<ul style="list-style-type: none">• Excellent communication skills (oral and written), including presentation skills• Excellent and demonstrable writing skills• IT-literate with good numeracy skills and experience of managing budgets (Microsoft Word, Excel, databases)• Ability to prioritise• Ability to build positive and constructive relationships with internal and external contacts• Ability to work to budget and targets• Ability to work both independently and in collaboration with other members of the Dunedin Consort team
Essential experience	<ul style="list-style-type: none">• Considerable experience of working in a fundraising or related role, preferably within the arts• Demonstrable experience of increasing fundraising income• Understanding of the regulatory framework for fundraising• Ability to think creatively and pro-actively about different approaches to fundraising• Demonstrable experience of managing a varied workload and achieving objectives
Desirable	<ul style="list-style-type: none">• Experience of working with a CRM database (Dunedin Consort uses Salesforce)
Special conditions	Applicants must be able to regularly attend concerts and events within Edinburgh and occasionally across the UK outside of normal working hours as required by the company's performance schedule. Time off in lieu will be at the discretion of the CEO.