



BENSLOWMUSIC

**Job Pack
Development Manager**

About Benslow Music

Benslow Music creates music learning experiences for people of all ages. We support individual development, inspire curiosity, celebrate creativity, and share all the life-long benefits music brings. We do this through a programme of residential, day and online music courses, a concert series and an instrument loan scheme.

At our campus in Hitchin, we welcome and provide learning opportunities to adult musicians of all abilities. We support everyone from late-starters to early-career professionals in unlocking their potential. We offer around 150 short courses throughout the year, covering genres from classical to jazz to folk, and opportunities to explore solo, small and large ensemble playing. Through regular concerts we provide a platform for emerging and acclaimed artists.

Benslow Music is home to the Benslow Music Instrument Loan Scheme, which holds a collection of over 800 string and woodwind instruments that are lent to young musicians aged 7-25. Each year over 500 loans ensure that borrowers, regardless of background, are able to grow and develop as musicians.

Benslow Music began as the Rural Music Schools Association in 1929, offering musical education to people of all ages who were outside urban centres. In 1952, the four-acre Victorian estate in Hitchin was bequeathed to the RMSA and has since developed into a lively campus for music activity, with two recital halls, practice rooms, accommodation for around 50 people and an extensive music library. Renamed Benslow Music Trust in 1986, the Trust subsequently took responsibility for the Benslow Music Instrument Loan Scheme, which was founded in 1932 as a separate charity.

Benslow Music today is a thriving musical hub, continuing to develop its creative music activities for all ages. Current plans for the future include an expanded online offer, additional collaborative and partnership working, and further development of our site facilities and accommodation looking towards its centenary celebrations in 2029.

benslowmusic.org

Job Description

Job Title	Development Manager
Department	Marketing & Development
Reporting to	Chief Executive
Line manages	n/a
Key Relationships	Head of Music & Learning, Head of Benslow Music Instrument Loan Scheme, Head of Finance, Marketing Manager, Trustees
Salary	£28,000-£35,000 dependent on experience
Hours	Part-time, 0.4FTE (14hrs per week)
Contract	Permanent, at Benslow Music with hybrid working considered
Benefits	25 days holiday per annum pro rata, workplace pension scheme, plus further staff benefits

Main Purpose

- Manage fundraising activity at Benslow Music, working closely with the Chief Executive, focusing initially on individual giving.
- Drive the growth of income generation through fundraising.
- Provide excellent care and stewardship to supporters at all levels.

Main Duties

Fundraising

- Develop and implement fundraising strategy and plans aligned to Benslow Music vision, mission and long-term strategic aims.
- Manage and regularly review Benslow Music's individual giving schemes, including communications with supporters, working closely with the Marketing Manager to produce engaging communication materials.
- Research and identify prospective supporters, developing and implementing plans for cultivation.
- Develop and implement campaigns to encourage giving to Benslow Music, working closely with the Marketing Manager and senior managers to identify opportunities.
- Manage relationships with supporters including individual supporters, legacy givers, trusts and foundations, corporate supporters.
- Provide reports, data and insight to the Chief Executive and the Board of Trustees about fundraising activity, prospects, market conditions and other relevant information, attending board meetings as required.
- Working closely with the Chief Executive, write compelling bids and evaluation reports to trusts, foundations, statutory or other funders as required.
- Ensure that all fundraising activity is delivered to an excellent quality and follows best practice, keeping up to date with sector conversations and networks.

Financial management

- Manage the development budget, ensuring that expenditure comes within agreed limits.
- Track and monitor fundraising income against agreed targets.

Management

- Implement and maintain systems to monitor Development activity and performance.
- Ensure that information regarding current and potential supporters is managed in adherence to General Data Protection Regulations (GDPR).

General

All Benslow Music staff are expected to:

- Uphold the values of Benslow Music.
- Contribute to a positive and productive working culture.
- Uphold and demonstrate through their work a commitment to equality, diversity and inclusion.
- Act as an ambassador for Benslow Music when interacting other organisations and members of the public.
- Comply with Benslow Music's Health and Safety and Equality, Diversity and Inclusion policies.
- Undertake other duties as may reasonably be required from time-to-time to support the work of Benslow Music.

Person specification

We are looking to appoint someone who can offer an extensive balance of skills and attributes; the following criteria are all important. The successful candidate will need to demonstrate real evidence of ability to fill the role effectively. Applicants must have the right to live and work in the UK.

Please note, appointment to this role will be subject to a Disclosure & Barring Service (DBS) check.

Benslow Music is open to all and we value the varied skills of everyone. We are an equal opportunities employer and we are committed to championing equality, diversity and inclusion in our workplace, so if you feel you are a suitable applicant, we encourage you to apply whatever your age, disability, religion or belief, sexual orientation, socio-economic background, gender, gender identity or race.

	Essential	Desirable
Experience & Qualifications		
Previous experience in fundraising.	✓	
Proven track record in successfully generating income from individual supporters.	✓	
Experience in managing relationships with supporters.	✓	
Experience working in the arts and culture, or adult education sectors.		✓
Experience in legacy giving campaigns.		✓
Experience in writing successful fundraising bids to trusts and foundations.		✓
Skills		
Fundraising planning, management and strategy development.	✓	
Excellent written and verbal communication skills.	✓	
Excellent interpersonal skills with the ability to foster rapport with diverse stakeholders.	✓	
Strong administrative and organisational skills with the ability to plan, co-ordinate, implement and manage multiple work streams and deadlines simultaneously and successfully.	✓	
The ability to work well on your own as well as collaborate with others.	✓	
Strong IT skills, including Microsoft Office 365.	✓	
Budget management and planning.	✓	
Knowledge		
Good knowledge of fundraising strategies and approaches that are relevant to small-medium scale charities.	✓	
Sensitivity to Benslow Music's mission and ethos and commitment to the organisation's continued development.	✓	
Management of membership/individual giving schemes.	✓	
Understanding and demonstrable commitment to equality, diversity and inclusion.	✓	
Understanding of the principles of Gift Aid and Data Protection.		✓
Knowledge of music, particularly in classical, jazz or folk genres.		✓
Qualities		
Able to spot and make the most of opportunities.	✓	
Creative and strategic thinker, able to problem-solve.	✓	
Confident and a good networker.	✓	
Strong negotiator and influencer.	✓	
Able to work with discretion and diplomacy.	✓	

How to apply

To apply please email your application to executiveassistant@benslowmusic.org (Subject line: **Development Manager application**). You will need to include:

- A CV detailing your relevant experience and skills.
- A cover letter (max 2 sides of A4) explaining why you are interested in this role at Benslow Music and showing how you meet the person specification.
- A completed equality and diversity monitoring form (available via the job page on our website).

Benslow Music aims to be an inclusive organisation, as well as the application materials, we ask applicants to complete our equality and diversity monitoring form to help us monitor our work in this area. These details are collected and stored independently to your application and cannot be traced back to you.

If you have any questions regarding the role or application process, please email: alexis@benslowmusic.org.

We are keen to ensure that our recruitment process is accessible to everyone. If you have any access requirements or barriers to application, please email alexis@benslowmusic.org to discuss how we might make reasonable adjustments to the process.

Closing Date: Tuesday 3 December, 12pm

Interviews: w/c 16 December