

# philharmonia orchestra

## **DEVELOPMENT ASSISTANT JOB DESCRIPTION**

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Reports to: Development Director

### **KEY AIMS**

- To support the Development Department with the delivery of its busy events programme, in particular a major Gala event in May 2018.
- To assist the Individual Giving Team with the efficient day-to-day running of the Friends of the Philharmonia Orchestra membership scheme and Conductors' Circle patron scheme
- To support members of the Development Department with research and prospecting of individual donors and corporate partners
- Provide administrative support to the Development Director as required, including assisting with meeting requests, monthly credit card statements and travel arrangements

### **DEVELOPMENT DEPARTMENT**

The Philharmonia Orchestra's annual turnover is approximately £10 million. Income from ticket sales, the grant we receive from Arts Council England and commercial projects only covers 80% of the funds we need to sustain our annual programme. To help us thrive, we rely on charitable donations from generous individual patrons and supporters, sponsorship from companies and grants from Trusts and Foundations.

Over the past five years, the Philharmonia's Development Department has raised over £10 million. The Department consists of eight members of staff including a Marketing and Fundraising Apprentice.

The Department delivers a relationship-based fundraising technique, where the nurturing of relationships with individuals, companies and trusts, Trustees and committee members is at the heart of the fundraising strategy. The Development Assistant will play a crucial role in the smooth running of the Development Department.

The established fundraising programme is supported by the Trustees of Philharmonia Trust Ltd, a Development Committee and Friends Committees in London and the Orchestra's Bedford and Leicester residencies.

*The Philharmonia Orchestra is committed to equal opportunities. We are working to achieve diversity and welcome applications from all sections of the community.*

## **ROLE AND RESPONSIBILITIES**

### **DEVELOPMENT EVENTS PROGRAMME**

- Assist the Development Department with the delivery of its busy events programme throughout the year (in particular, the Development Assistant will assist the Development Director and Head of Individual Giving on a major Gala event in May 2018) including:
  - Drawing up guest lists, as well as managing and acknowledging RSVPs
  - Printing letters of invitation for events
  - Sending thank you letters in a timely and efficient manner
  - Designing invitations and promotional leaflets using Adobe Suite programmes.
  - Liaising with musicians and artists and ensuring that they are looked after during events
  - Researching and securing suppliers
  - Compiling information for concert programmes
  - Attending our Corporate and Conductors Circle Members' bar on concert nights to help with set up and guest lists and to greet and meet supporters
  - Ensuring accurate record keeping of invitations, responses and donations received on Tessitura

### **INDIVIDUAL GIVING**

- Assist the Individual Giving Team with membership renewal notices for Friends of the Philharmonia, letters of thanks, and follow-up letters to new, prospective, and lapsed members
- Assist with the delivery of a wide range of benefits, including the Philharmonia's Open Rehearsal programme
- Assist with the design and production of promotional material
- Invite and liaise with Philharmonia musicians to attend the Friends and Corporate and Conductors Circle bars on concert nights
- Ensure record keeping related to Individual supporters on the Philharmonia's CRM database Tessitura is clean and accurate

### **FINANCE**

- Take payments and enter other financial data in Tessitura, the Development Department's fundraising database.
- Assist the Development and Events Coordinator with coding of income and expenditure

### **RESEARCH**

- Assist the Head of Individual Giving with analysis and reports from Tessitura and general research related to prospective and existing individual donors of the Philharmonia
- Assist the Corporate Development Manager and Development Director in researching potential corporate partners and sponsors

## **GENERAL RESPONSIBILITIES**

- Respond to general department enquiries on the telephone and email.
- Represent the Philharmonia Orchestra at concerts and functions in London and at concerts in Leicester and Bedford, as required
- Undertake such other duties as may reasonably be required by the Company

## **PERSON SPECIFICATION**

### Essential

- Proven administrative/office experience, preferably within an arts organisation
- Highly efficient and organised
- Enthusiastic and self-motivated
- Calm and flexible
- Ability to prioritise a busy workload
- Excellent written communication skills
- Highly competent in Microsoft Office
- Confident communicator on the phone and in person
- Ability to work independently and as part of a team
- Knowledge of the arts combined with an appreciation for and understanding of classical music
- Willingness to attend Philharmonia Orchestra concerts and other evening and weekend events

### Desirable

- Educated to degree level or equivalent
- Experience of working in a Development department for an arts organisation
- Experience of using Box Office/fundraising databases

## **ADDITIONAL INFORMATION**

- Salary: £18,000 per annum
- Hours: 9.30-17.30 (35 hours per week) Monday-Friday, plus evening and weekend work, as required
- Annual leave: 28 days per annum, including public holidays
- The Company will contribute 6% of salary to a qualifying pension scheme

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## **APPLICATION PROCEDURE**

To apply, please email your CV and covering letter to **Sarah Atkinson (Head of Individual Giving)** on [sarah.atkinson@philharmonia.co.uk](mailto:sarah.atkinson@philharmonia.co.uk).

Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission).

Deadline for applications: **10:00am on Monday 22 January 2018**

Short-listed candidates will be invited for an interview on **Thursday 25 or Friday 26 January 2018**.

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