



St George's Bristol Head of Development

Salary competitive, dependent on experience

Working hours: full time (37.5 hour week plus some evenings); flexibility considered

Location: St George's Bristol (Central Bristol)

St George's Bristol is one of the UK's leading concert halls, with a long-held reputation for excellence in programming live music. Our acclaimed acoustic, intimate auditorium and outstanding programme attracts the world's best classical, jazz, folk and world musicians as well as spoken word artists. We also deliver an award winning Learning & Participation programme engaging with over 4,500 young people each year.

In September 2018, the organisation re-launched as a creative space for music and ideas – welcoming visitors throughout the daytime and evening, six days a week, to a stunning pavilion-style extension, a new café bar, multi-purpose spaces and exhibitions.

St George's is an independent charity operating a not-for-profit business model. We generate charitable income through supporter's programmes, campaigns, Trusts & Foundations, sponsorship, statutory sources, and commercial income through venue hire, events and hospitality.

Purpose of Role

To be responsible for the continual development and delivery of a fundraising strategy for St George's, achieving an annual revenue funding target of £300k - 400k. This will include developing and stewarding key funding partnerships with a range of statutory and corporate stakeholders, individuals and trusts.

The Head of Development will report to the Chief Executive and be part of the Senior Management Team, and will collaborate with colleagues to achieve the best possible development narratives for the organisation. This role will line manage a full time Development Manager and be responsible for the work of any freelance staff/volunteers working on individual projects.

Overall Responsibilities

Continue to develop and deliver St George's annual fundraising strategy to achieve targets in the following key areas:

Charitable Trusts and Foundations

Research, prepare and submit fundraising proposals in relation to St George's artistic, education and revenue programmes. Maintain good relationships with current and potential funders, acting as the key point of contact for St George's.

Statutory Funding

Maintain relationships and ensure compliance with Arts Council England, Bristol City Council and other statutory funding bodies.

Business Partners and Sponsors

Generate income through sponsorship, advertising and other promotional opportunities. Maximise the potential of our new building by engaging new corporate partners and nurturing existing supporters. Maintain a high profile by attending key events including agreed evening concerts and networking functions.

Individual Giving

Develop our individual donor plan to ensure the highest possible levels of care and engagement with existing and new donors, including our Patrons and Benefactors (including the continued delivery of an annual schedule of cultivation events).

Maintain and expand our annual supporter and legacy programmes.

Other Activities

- Research and implement special campaigns and fundraising initiatives.
- Maintain local & national knowledge of fundraising legislation and opportunities in the Arts & Culture sectors.
- Identify new opportunities to build relationships and partnerships with a range of organizations and individuals to help ensure the long-term sustainability of the organization.
- Act as an ambassador for St George's Bristol, maximising PR/publicity for the organisation throughout the city and promoting its work at all times.

Person Specification

Qualifications & Experience

- Educated to degree level standard or discipline equivalent professional qualification
- Associate Member of Institute of Fundraising (full membership desirable)
- A minimum of three years' experience in a charity environment with proven track record of achieving significant annual fundraising targets, and with responsibility for:
 - determining strategy and developing effective plans in relation to fundraising
 - securing major grants from public and private organisations
 - working with individual donors at all giving levels
- Experienced in working on a senior leadership level and having previous strategic, supervisory/line management responsibility
- Experienced in working with funders, managers and trustees
- Highly experienced and effective in networking on all levels

Skills & Knowledge

- Highly competent in financial analysis, forecasting and reporting
- Effective and influential communicator with excellent negotiation skills and confidence in staging presentations
- Proactive and effective in developing, supporting and inspiring a team
- Good knowledge of marketing and communications

Personal Attributes

- Understanding of, and sensitivity to, the motivations of charitable trusts, corporate supporters, individual donors
- Personal integrity and commitment
- Collaborative and approachable with strong leadership ability
- Self-motivating and influencing; creative and strategic thinker
- Demonstrating entrepreneurial flair
- Ability to see 'the big picture'
- Good appreciation of a variety of musical genres

To Apply

Please submit a brief **covering letter** (2 pages A4 maximum) highlighting your suitability and motivation for applying for this role, together with your **CV as one document**, to catherine.freda@stgeorgesbristol.co.uk

Closing date for applications: Friday 7 December 12.00

Candidates notified of invitation to interview: Monday 10 December

Interviews dates: Thursday 13 & Friday 14 December