



Job Description

Job Title: Philanthropy Manager

Responsible to: Development Director

Purpose of the Role

Our Philanthropy Manager plays a key role in engaging long-term and generous individual donors, cultivating and stewarding these important relationships. They will work with the Development Director to secure major gifts from individuals and high level members in the region of four and five figures for projects and activity across a range of our music programmes, for artists and communities to meet fundraising targets. They will lead on managing a range of funding streams within the areas of corporate sponsorship, individual giving (including Bristol Beacon patron and membership schemes), trusts and foundations, and events. The role proactively leads on securing major gifts from generous individuals, but will work across corporate sponsorship, legacy, major individual donor giving, events and trusts and foundations.

The role is effective at researching prospects and developing one to one relationships with a portfolio of donors and prospects and will design and research an approach which will successfully bring major gifts and sponsorship to Bristol Beacon. A highly effective, organised and imaginative ambassador, this role works with colleagues across the organisation to understand and identify activities and projects which will most appeal to donors and corporates, presenting these in compelling ways and confidently making the ask.

Development Team

The Development Team are ambassadors for Bristol Beacon's work, led by the Development Director they are responsible for the fundraising strategy for Bristol Beacon, engaging support across the city in a range of ways. This is a team effort to meet ambitious revenue fundraising targets in order to grow the diversity of our programme and activity for our audiences, artists and our local communities.

Our Development team raise voluntary funds for the Trust from individuals, companies and charitable trusts and foundations to make our programmes of work a reality. The teams role is to tell Bristol Beacon's story in a compelling way, find the parts of work that supporters are most passionate about, bring new prospects closer and cultivate new supporters of the Trust who are interested in supporting Bristol Beacon's work.

Bristol Beacon

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all

genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, we have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music-Education-Hub for Bristol, we deliver the National-Plan-for-Music-Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we will open our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This will be a completely new space dedicated to music teaching and incorporating a new performance space aimed at young people and emerging artists.

We are showing further sector leadership through our sustainability commitment to become the first carbon neutral concert hall in the UK.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference, inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Key Responsibilities

Individuals

1. Use an imaginative and highly organised approach to cultivate and steward a portfolio of relationships with generous individual donors, trusts and foundations, through detailed research into prospects, high level customer service and communication and demonstrable enjoyment of major donor fundraising, including making the ask.
2. Develop our Individual Giving programme at all levels including patrons, major donors, capital supporters and membership, understanding and having an intuitive approach to the right level of giving for individuals.
3. Support our Individual Giving events programme, making recommendations for individuals that will generate the most interest in our work and result in high level gifts.
4. Work with the Development Director to plan and implementing a programme of major donor development and support to meet agreed fundraising targets, researching and identifying new prospects, developing pipelines through our networks and refining our approach to long-term engagement and implementing plans which successfully solicit and steward major gifts.

Corporate Sponsorship

5. Cultivate and steward corporate sponsorship relationships, understanding sponsors areas of interest and designing and co-delivery stewardship events around these areas to sustain and increase interest and advocacy for our programmes of activity.
6. Ensure corporate sponsor benefits and recognition are delivered across Bristol Beacon's marketing channels in close and proactive collaboration with the Marketing Team.
7. Lead on corporate renewals, reigniting interest in our work in an imaginative way including structuring new benefit offers across our range of work and activity.
8. Work with the Development Director on research proposals to attract new corporate supporters as well as cultivating our in-kind sponsors through your understanding of corporate sponsors and the contribution they could make to our work.

Communication

9. Champion our work and current campaigns, know Bristol Beacon's story and be an ambassador across all areas of our work, initiatives, levels of membership and pledges. Be able to inspire supporters as to what makes Bristol Beacon unique and use a range of scheduled communications that speak to our mission and values.
10. Create relationships across our range of supporters that have leverage opportunities.
11. Work with the Marketing Team and our PR agency to create opportunities for the promotion of new and existing partnerships and raise the profile of the organisation.
12. Empower supporters to share their skills and expertise to improve and enhance the opportunities we offer through our creative programmes of activity.
13. Write and gain internal approvals for press releases and social media campaigns.

Trusts and Foundations

14. Research and cultivate new Trusts and Foundations, working with the wider Development team and Bristol Beacon colleagues to design an approach that will steward high level gifts.

Events

15. Design and co-deliver inspiring engagement and stewardship events that showcase our programmes of activity and engage patrons, individuals and corporate sponsors, including events that launch new fundraising campaigns and tell Bristol Beacon's story to new supporters. Coordinate event management and planning support including logistics across all fundraising areas through our Development Officers in planning and delivery these events.

Strategy

16. Work with the Development Director to develop and deliver the fundraising strategy, including the launch of public campaigns taking a lead role in organising corporate events.
17. Represent and advocate for Bristol Beacon, taking a lead ambassador role including representing the Development Director as required.

Other

18. On a day to day basis comply with the Policies and Procedures of Bristol Music Trust.

Employee Specification:

Essential – The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

Core Competencies

LEADERSHIP AND MANAGEMENT

- The ability to organise their own and others' activities.
- Ability to motivate and lead to ensure effective performance against goals.

COMMUNICATION

- The ability to communicate clearly and courteously both verbally and in writing to peers, line managers and potential and current donors and funders in a practical way using appropriate methods of communication for each situation.
- The ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that the information is understood.
- Excellent and accurate standard of written and verbal communication. This includes demonstrable experience of writing clear copy and accuracy and attention to detail in written and online work.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- The ability to adapt to different situations and tasks, remaining calm, level-headed, and positive under pressure.
- The ability to generate new ideas and make suggestions for change
- The ability to be resilient whilst working with conflicting demands and to respond and adapt to changing circumstances, manage, solve and provide solutions to problems

PLANNING AND ORGANISATION

- The ability to work independently and on own initiative
- The ability to prioritise workloads; set personal and individual timetables, work to deadlines.
- The ability to make medium-term plans for a whole project or team as required and respond positively to changing priorities and re-plan accordingly

CUSTOMER SERVICE

- Understands the needs of the customer and what makes good customer service and looks for ways to provide added value for customers.
- Builds rapport and sustainable relationships with customers, seeking pro-actively to understand their needs and satisfaction levels.
- Gives advice which leads to valuable outcomes.

TEAMWORK

- Works co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member.
- Seeks ideas and input of colleagues in own and other teams to make best use of team expertise and improve team performance.

Role Specific Competencies

PHILANTHROPY

- Ability to develop imaginative ways to grow income from donors, sponsors and grant funders to realise Bristol Beacon's ambitions.
- Able to cultivate and develop strong and successful relationships with individuals and sponsors that secure major gifts as part of regular or significant giving.
- Proven track record of holding a portfolio of donors and prospects and at implementing plans which successfully solicit and steward major gifts.
- Proven ability to design, refine and launch major giving and membership plans and appeals that secure high level gifts and memberships at the highest levels.
- Advocacy and ambassador skills that are imaginative and inspiring and include an enjoyment of all aspects of major donor fundraising, from researching prospects through to making the ask.

FUNDRAISING

- Knowledge and appreciation of the arts and music and community programmes of work and the ability tell a compelling story and be an ambassador of the arts.
- Understanding and experience of fundraising, development, and account management in an arts environment or ability to translate experience to the arts.
- Understanding and experience of press and media relationships.

Occasional Duties

The role holder will carry out any other duty that is reasonably required.

Special Conditions

Your usual place of work is Bristol Beacon, Central Bristol, but you may also be required to work at other

locations that are reasonably placed, including Beacon Music Centre in Southmead, Bristol.

Your role requires you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of Bristol Beacon.

Date created / modified: July 2023

Created by: Rosa Corbishley, Development Director

Approved by: BB HR

Outline of Terms and Conditions:

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|----------------------|---|
| Role: | Philanthropy Manager |
| Salary: | £42,000.00 pro-rata, £25,540.00 per annum |
| Contract: | Permanent |
| Hours: | Part-time 22.5 Hours |
| Annual Leave: | 24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service (pro-rata) |
| Probationary Period: | 6 months |
| Pension: | Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution |

Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team.

Please note that this role requires an experienced Individual Giving Manager, if you don't have experience unfortunately you are not likely to be shortlisted on this occasion. If you are unsure whether your experience is relevant, please email hr@bristolbeacon.org.

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team on 0117 440 7663.

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. Disabled applicants who meet the essential criteria for the role, will be offered an interview.

Closing date for applications: **9am on Friday 8 September 2023** (however we may close the role earlier as we will meet shortlisted candidates as applications are received).

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.

