



HEAD OF DEVELOPMENT

Reports to: Chief Executive

Salary: £50,000 (37.5 hours a week spread over 5 days. Some evening and weekend work for events)

Working arrangements: Hybrid working with a minimum of 2 days a month in the office

Benefits: Four working weeks (20 days) of annual leave, plus all customary and statutory English Bank Holidays. Pension - 3% of qualifying earnings with employee contribution of at least 4%, with a further 1% added as tax relief.

Deadline to apply: Monday 6 January, 2025

OVERVIEW

The Royal Society of Musicians (RSM) is an independent charity providing crucial support to music professionals across the UK, whose lives have been impacted by physical or mental ill health. We support individuals throughout their careers and into retirement and in the last five years have distributed nearly 3,500 hardship grants totalling over £3.3million. Running alongside our grant giving, our Health and Wellbeing Programme enables us to provide a holistic approach to supporting musicians by giving opportunities for participants to understand more about their health as a musician and learn ways to support their wellbeing, including injury prevention and positive mental health. RSM is the UK's oldest music charity with a rich history dating back to 1738 and since our founding we have played a key role in the lives of musicians across the UK.

The majority of RSM's income (90%) comes from our investments, including a portfolio of stocks and shares and a property in London's Fitzroy Square. The remainder of our income comes from our Members and supporters through donations, membership subscriptions and legacies.

We have a membership of over 2,000 working or retired music professionals, including a number of distinguished performers. Members join us today, purely for altruistic reasons and each pay an annual or life membership subscription. Many donate in excess of this amount, with others actively fundraising for our work through concerts, sponsored events and other income generating initiatives.

This is an exciting period of growth for RSM and in 2023, we spent £1,245,326 on charitable activities; however, demand from the music sector now outstrips RSM's resources and we are currently managing a modest deficit in revenue income, which we are offsetting against gains from our investment portfolio. We recognise the need to ringfence our gains to protect future revenue income from our portfolio and as such, are now expanding our staff team and establishing a fundraising function at RSM which will enable us to continue to meet the needs of the UK music sector, whilst protecting our current assets.

This is an exciting opportunity for an ambitious fundraiser to join our close-knit, passionate staff team of five, to develop the role and enable RSM to continue to support a thriving musical landscape for generations to come.



MAIN PURPOSE OF THE JOB

The Head of Development is a new position at RSM and will play a pivotal role in securing vital funding for the charity.

Reporting to the CEO, the postholder will be responsible for developing and delivering innovative fundraising strategies and awareness raising activities to diversify current income streams and ensure long-term growth of the organisation in line with our strategic plans. Working collaboratively with the staff team, the postholder will build on current income streams, most notably individual and legacy giving, and will develop new avenues of income generation, ensuring best practice and regulatory compliance across the entire organisation.

Key Responsibilities:

- Develop and manage a comprehensive fundraising strategy across varying income streams as appropriate, including corporate partnerships, individual giving (including high-value donors), legacies, and event fundraising (with a focus on high-net-worth individuals).
- Identify and cultivate relationships with potential corporate partners and major donors, securing significant contributions to support RSM's mission.
- Manage stewardship activities for existing donors, ensuring continued support and fostering long-term relationships.
- Play a key role in organising and executing fundraising events, including research into potential supporters - known and unknown, donor recruitment, securing sponsorships and Social Value opportunities as well as managing logistics.
- Work closely with the CEO to find meeting leads, prepare introductions and support at events with potential high-value donors.
- Develop and maintain accurate records of donor interactions and contributions.
- Research and analyse fundraising trends, identifying new opportunities to generate income.
- Work collaboratively with the CEO and Governors, Head of Membership & Communications, Head of Finance & Operations and Director of Grant Giving to ensure all fundraising efforts are aligned, effective and efficiently delivered.

PERSON SPECIFICATION

Fundraising

- Significant experience of working in a complementary role within a charity or arts organisation setting
- Understanding of UK arts funding landscapes as well as those of the wider charity sector
- Proven experience of securing significant income through high-value donors and legacies
- Understanding of corporate fundraising, including Social Value opportunities
- Proven experience of fundraising event organisation and management
- Experience of development and execution of fundraising campaigns
- Knowledge and application of the latest fundraising regulations
- Pre-established contacts with a potential interest in supporting RSM

Administration

- Financial acumen to set fundraising targets, short and long-term budget planning and monitor income and expenditure against performance forecasts
- Experienced Microsoft 365 user
- Understanding of database systems and how they can optimise fundraising efforts
- Strong data analysis and impact reporting skills
- Strong written and verbal communication skills with a high standard of verbal/written English and the ability to write detailed reports and other documents for a diverse range of stakeholders
- Strong organisational and administrative skills
- Accuracy and excellent attention to detail
- Strong time management skills with the ability to prioritise and meet deadlines
- Flexibility in dealing with changed priorities, initiative and problem solving
- Capacity to manage a busy workload with high productivity
- Ability to assimilate new information and learn procedures
- Commitment to delivering a high standard of work
- Creative approach to taking forward new ideas

People Skills and Other

- Effective stakeholder management and partnership working
- Consistent high level of interpersonal skills including patience, tact and diplomacy
- Ability to deal with people at all levels in a confident and professional manner
- Team player with an ability to work collaboratively as well as independently in a remote setting
- An active and enthusiastic contributor to the work of RSM
- Confident communicator, able to represent RSM in the public domain
- An interest in music and sympathy towards the music profession, recognising the value of the arts
- Prepared to travel across the UK where necessary

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future

To apply:

For more information and to apply please contact Charlotte Penton-Smith at charlotte@rsmgb.org or 020 7629 6137.