



Hello!

Thank you for your interest in the Fundraising and Development Manager post for Pegasus Opera Company.

If you are interested in applying for the post please complete the job application and equal opportunities form in the application pack.

Completed applications should be sent to sonia@pegasusoperacompany.org with the email title : Development and Fundraising Manager by Tuesday 14th October 2021 by 7pm

We actively encourage applications from individuals of African and Asian heritage, and the successful applicant should have the confidence to advocate strongly on behalf of these communities at all levels.

JOB TITLE: Development and Fundraising Manager

SALARY: £35,065 pro rata

CONTRACT: 2 days per week (Fixed Term, 1 year with a view to continuing post if funding is secured)

HOURS: 8 hours per day

REPORT TO: Executive Director, Pegasus Opera Company

RESPONSIBLE FOR: Development Interns

LOCATION: Pegasus Opera Company, Suite 314, Bon Marche Business Centre, Ferndale Road, SW9 8BJ

WORKING PATTERN: 9am-5pm including some evenings and weekends where required

DISCLOSURE LEVEL: Enhanced

Deadline for applications: **TUESDAY 14 OCTOBER 2021**

Interview Dates: TBC



JOB PURPOSE

The Fundraising and Development Manager will have a key role in helping to drive forward the Pegasus fundraising strategy working under the guidance of the Executive Director to meet fundraising targets through trusts and foundations, stewarding individual giving and developing corporate partnerships on the following areas:

Touring and Productions

Support for emerging artists from African and Asian heritage

Learning, participation and training

We actively encourage applications from individuals of African and Asian heritage, and the successful applicant should have the confidence to advocate strongly on behalf of these communities at all levels:

Main Duties and Responsibilities

Individual Giving

- Work closely with the Executive Director to implement and manage a Pegasus supporter programme, running an efficient renewal and joining system.
- Take responsibility for stewarding relationships with individual members including arranging meetings and organising supporter events
- Research potential supporters and assist the Executive Director in delivering the strategy for recruiting them
- Work closely with the Producer to oversee all supporter communications, including scheduling and writing content
- Administrate areas of the supporters' programme including processing membership renewals, payments, acknowledgements and booking tickets for supporters and potential supporters
- Support the Producer, Executive Director and Artistic Director in the delivery of events

Trusts and Foundations

- Conduct research into funding streams for professional, education and outreach funding priorities
- Assist in the production of funding reports for existing supporters
- Write applications for grants
- Assist the Executive Director in creating proposal templates for all key projects

Corporate Giving

- Research and identify new relevant corporate prospects
- Support the team in the preparation of corporate presentations, proposals, reports, contracts, and meetings



Development events

- Support all event planning and delivery
- Organise, manage and attend supporters' evenings including liaising with front of house and catering staff, and managing the guest list

Administration

- Support the Executive Director and Artistic Director by preparing briefing notes, and research profiles for the fundraising activity
- Assist the Executive Director in keeping the team informed with any legislation or trends development within fundraising
- Keeping efficient paper files and audit trails where appropriate and make sure financial data is accurate and funds are received on time.
- Liaise with all teams to ensure that project information and budgets are up to date
- Update the website with the relevant fundraising information and credits
- Support the Pegasus team as required, taking phone calls, drafting correspondence, overseeing mailings, arranging meetings and representing Pegasus Opera Company in a professional and personable manner.

Governance

- Attend Pegasus Opera Company Board meetings where required and provide reports, including financial monitoring, evaluation and overall delivery of the programme in line with the aims of Pegasus Opera Company.
- Keep up to date with all local and national arts policies and initiatives.
- Maintain accurate, concise and comprehensive database records (centralised or local) of all meetings and activities and other internal or external reports as required.

Other duties

- Attend, sharings, previews, press and supporters nights and other Pegasus Opera Company events as required
- Attend regular company meetings and operations meetings
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, Pegasus Opera Company policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health & Safety
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Pegasus Opera Company

This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder.



PERSON SPECIFICATION

You will have experience of working within an arts, charity and/or education setting.

Essential skills and experience

- Commitment to Pegasus's mission and vision
- Experience of working in a fundraising role
- Experience of managing stakeholder relationships
- Entrepreneurial outlook with ability to initiate and manage own workload
- Strong interpersonal and communications skills
- Excellent written and oral presentation skills
- Excellent attention to detail and strong organisational skills
- Experience of dealing with budgets

Desirable

- Active interest in the arts and music

Personal Attributes

- Positive attitude with a 'can do' approach
- Team player willing to be hands-on
- Creative problem solver
- Flexible and adaptable to change
- Diplomatic with the ability to inspire confidence in others
- Confident when dealing with a wide range of individuals
- Works well under pressure and to tight deadlines
- Committed to equal opportunity and positive action to address disadvantage
- Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the organisation.