

DEVELOPMENT DIRECTOR

APPLICATION PACK

Job title: Development Director

Reports to: CEO

Contract: Permanent

Hours: Full-time. Flexible working options can be considered and negotiated by mutual agreement

Location: Home working (attendance at meetings and events will be required as appropriate)

Remuneration: £47,000 - £50,000, dependent on experience

Cathedral Music Trust is seeking a skilled and dynamic Development Director to lead the Trust's fundraising initiatives and meet our ambitious targets for growth in support of our national programmes. The position offers an exceptional opportunity to play a critical role in the leading charity supporting music-making in the UK's cathedrals and beyond.

Reporting to and working closely with the CEO, you will also collaborate with the Trust's Board and volunteers, leading a talented and committed Development team.

ABOUT CATHEDRAL MUSIC TRUST

Cathedral Music Trust (www.cathedralmusictrust.org.uk) is a national charity that supports the valuable work of musicians who transform so many lives through the power of cathedral music. Since our foundation in 1956 (as the charity Friends of Cathedral Music), we have made a positive difference to the lives of many thousands of children, young people and adult musicians across the UK and Ireland. We seek innovative and sector-leading ways to support high quality musicianship in cathedrals and churches through our programmes, training, advocacy and research. Our vision is to create a vibrant choral music scene that champions excellence and provides opportunities for people from all walks of life to thrive and develop.

HRH The Duchess of Gloucester is our Royal Patron. Harry Christophers CBE, founder and conductor of The Sixteen is our President. Actor, comedian and presenter Alexander Armstrong and organist, conductor and broadcaster Anna Lapwood MBE are our Ambassadors, helping to promote our work and raise the profile of sacred choral and organ music.

OVERVIEW OF THE ROLE

As Director of Development, you will play a vital leadership role in generating income for Cathedral Music Trust, including oversight of our regular giving and legacy programmes and targeting of major donors, Trusts and Foundations and sponsorships. You will help set strategic priorities to meet ambitious fundraising targets, overseeing the work of the Development team and harnessing the skills and networks provided by our dedicated group of volunteers.

The successful candidate will have a background and experience in fundraising, possessing strong interpersonal, communication, planning and organisational skills. They will demonstrate confidence in building and nurturing relationships. Given the role is home based, self-motivation, strong time management and initiative will be essential.



WORKING RELATIONSHIPS AND EXPECTATIONS

Everyone associated with the Trust works remotely and has always done so. Our team, Board, volunteers and partners are UK-wide and so meetings and events are held regularly in London and across the country. You will report to the CEO and line manage the Development Officer and Volunteer & Events Coordinator. As a member of the Senior Management Team, you will regularly collaborate with our Board of trustees and, particularly, the Chair and members of the Development Committee. You will have regular contact with the wider staff team as well as with our network of Local Ambassadors, Future Leaders and a wide range of external contacts.

Some core hours will be required but a degree of flexible working will be possible. Travel will be expected to attend events and in-person meetings. The Trust is committed to each team member's professional development and offers regular opportunities to undertake formal and informal training.

If you have an enthusiasm for sacred choral and organ music and believe you have the skills to be part of our dynamic team, we would like to hear from you.

KEY RESPONSIBILITIES:

STRATEGY

- Development of the Trust's fundraising strategy in line with the Strategic Plan, including setting of specific and data-driven annual targets as part of the operational plan
- Leadership of all areas of fundraising for the Trust including: regular giving (Friends and Patrons); Legacies; Major Donors; Trusts and Foundations; Public Sector funders; Sponsorships; annual and one-off campaigns; events and gatherings

FUNDRAISING

- Planning and delivering fundraising campaigns, leading and empowering the Development team in creating effective campaigns that engage existing and new donors and meet Trust funding targets
- Monitor the ongoing performance of fundraising activities, adapting approaches in response to feedback and analysis of data
- Supporting the CEO and Trustees in acquisition and long-term engagement of high-level donors
- Maintaining a clear strategy for securing future legacy giving
- Leading the identification of new Trust and Foundation prospects; working collaboratively with the Programmes team to develop and submit applications to Trusts and Foundations
- Supporting the CEO to identify, build and maintain constructive relationships with funders and key sector contacts including potential sponsors
- Oversight of all Trust events; supporting colleagues to ensure that volunteer-led gatherings are effectively managed and support fundraising and stewardship objectives
- Overseeing reporting to Trusts and Foundations, working collaboratively with the Programmes team to ensure delivery against funding criteria and clear demonstration of impact
- Ensuring donor retention through effective stewardship, including planning of acquisition and renewal campaigns and oversight of donor acknowledgments
- Oversight of the Trust's CRM (Beacon) to ensure donor data is accurate, up-to-date, and utilised effectively in Development department planning. Leading on the relationship with CRM developer and ensuring that staff members receive relevant training
- Ensuring GDPR compliance for all Trust fundraising activities



TEAM

- Motivating and Leading the Development team; employing effective systems to oversee and manage the work of the Development Officer and Volunteer and Events Coordinator; providing line management for both roles, undertaking annual performance review and goal-setting as well as supporting their professional development
- Working with the Senior Management Team on the Trust's strategic and operational plans, cascading plans down to form key priorities and objectives for the Development team
- Effectively engaging the Board and volunteers in fundraising; helping to schedule Development Committee and Events Working Group meetings, providing regular progress reports and attending meetings
- Collaborating with the CEO and Digital and Communications Manager to plan and deliver external publications, including: Cathedral Music magazine; annual Highlights Report; Case for Support
- Collaborating with the Programmes team to find creative ways of articulating the impact of the Trust's work and to identify potential sources of funding for new initiatives
- Working with the Finance Director to prepare annual budgets for the Development department, ensuring effective oversight through regular monitoring and control of expenditure for fundraising events and volunteer-led gatherings and events
- Any other reasonable duties as assigned.

PERSON SPECIFICATION

ESSENTIAL

- Proven fundraising experience at a senior level in the arts/charity sectors with a track record of securing substantial funds
- Demonstrable experience across a wide range of fundraising streams, Trusts, events, campaigns etc
- Expertise in overseeing campaigns and projects; ensuring they deliver on time and meet budgets for income and expenditure
- Excellent communication skills, including networking and presentation skills
- A personable approach, able to build and maintain strong working relationships with colleagues, volunteers and other stakeholders
- Negotiating, influencing and problem-solving
- Financial acumen
- Self-starter and results driven, with the ability to multi-task and plan and prioritise your workload
- Curious, creative and proactive, with an interest in fundraising trends and how to interpret them for the benefit of the charity
- Knowledge of GDPR, wider data protection best practice and legislation
- Track record in developing and motivating staff to achieve their targets
- Administrative and IT skills (MS Teams, Outlook, Word, Excel)
- An ability to maintain records and produce clear written and oral reports
- Demonstrable enthusiasm for cathedral music, education and the wider arts and heritage sectors

DESIRABLE

- Experience working effectively with voluntary advisory boards/committees
- Working knowledge of CRM systems for non-profits (the Trust uses Beacon CRM)
- Proven ability to effectively support stewarding of donors
- Experience in closing gifts of £50k+ with major donors

TERMS AND CONDITIONS

- Contract hours: full-time
- Place of work: your own home and other locations as required. This includes but is not limited to team meetings (usually in London) and occasional evening and weekend events, although good notice will be given.
 - An ability to travel around the UK is essential. Expenses will be reimbursed for travel and overnight accommodation where appropriate.
 - On occasion, the postholder will need to work in the evenings and at weekends (for example, when events and meetings are held).
- Annual leave: The annual leave period runs from January to December, and you will be entitled to 25 days per year plus bank holidays.
- Notice period: 3 months
- A work laptop will be provided
- A professional development plan that includes training, support and mentoring is offered to all employees
- Employees are automatically enrolled in the Trust's workplace pension scheme
- Start date: Spring/Summer 2025

HOW TO APPLY

To apply, please send your CV with a covering letter to jonathan.mayes@cathedralmusictrust.org.uk clearly outlining your suitability for the role and how your skills and experience match the person specification and job description.

We ask that you also complete our Equal Opportunities Monitoring Form, available via the following link: <https://forms.office.com/e/kduNug7CrF>

Incomplete applications will not be considered. Due to the volume of applications, we are unable to provide feedback to applicants who have not been invited to an interview.

We are committed to ensuring equality of opportunity in recruitment and employment and operate a guaranteed interview scheme for disabled applicants who meet the minimum criteria for the role. If you believe you would be eligible for a guaranteed interview, please indicate this by checking the relevant box on the Equal Opportunities Form.

For an informal discussion about the post, please contact Jonathan Mayes, the Trust's CEO: jonathan.mayes@cathedralmusictrust.org.uk

TIMETABLE

Application deadline: Friday 14 March 2025, 5pm

Stage 1 interviews: via Zoom in the week commencing 24 March 2025

Stage 2 interviews: in person (London) – week commencing 7 April, 2025