

# Royal Northern College of Music

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## Candidate Pack

**Vacancy: Development Manager (Trusts and Student Awards)**

**Reference No: 2526-14**

**Closing Date: 12 Noon, Monday 23 February 2026**

**Interview Date: Tuesday 3 or Thursday 5 March 2026**

**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

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**Job title: Development Manager (Trusts and Student Awards)**

**Department: Development and Alumni Relations**

**Responsible to: Deputy Head of Trusts & Foundations**

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## **Overall Purpose of the Job**

Every year the Royal Northern College of Music's (RNCM) Development and Alumni Relations team generate over £3 million philanthropic income to support the RNCM, inspiring donors to support a range of projects and initiatives including student scholarships and bursaries, ensuring excellent facilities for the future, widening access projects for Under 18s, funding inspirational community engagement projects and providing an exceptional alumni experience.

The RNCM's Trusts and Foundations team is responsible for generating c£1.5m annually towards student awards (scholarships and bursaries for Undergraduate and Postgraduate students and Junior RNCM), capital projects, RNCM Engage (our work targeted at Under18s and family audiences including RNCM Young Artists, Children's Opera etc), as well as a host of projects benefitting the wider RNCM student experience.

The Development Manager (Trusts and Student Awards) plays a key role within the Development Team, responsible for developing small to mid-range applications and proposals to secure four and five figure grants, identifying prospects, and stewarding lasting donor relationships.

Alongside the Stewardship Manager the post holder manages the RNCM's named awards portfolio ensuring scholarships and bursaries are matched to the appropriate funder, liaising with students in receipt of financial support, ensuring excellent stewardship and donor communications through regular reports, updates and face to face contact.

The post holder will research new and existing prospects, creating a pipeline of gifts, grants, and prospective supporters, recording these on Raiser's Edge and reporting via PowerBI. They will also ensure the update and regular contribution to a library of key assets to support fundraising proposals.

## **Key Responsibilities, Accountabilities or Duties**

### Income Generation and Relationship Management

- Responsibility for writing engaging renewal and brand-new applications between £1,000 and £20,000 to a wide range of charitable trusts and foundations across all RNCM activity, informed by wide-ranging knowledge of RNCM projects, programmes and institutional priorities
- Work closely with the Deputy Head of Trusts & Foundations and Head of Trusts and Foundations to support major bids (up to £1m) for strategic activity as part of the Trust and Foundation team's target of c. £1.5m
- Contribute to prospect research for the Trusts and Foundations team, preparing briefing notes, mapping networks, supporting cultivation plans and logging these appropriately on Raiser's Edge

- Represent the RNCM internally and externally, attending meetings, cultivation, stewardship and fundraising events.
- Steward a loyal group of trust and foundation supporters and inspire their continued support through exceptional relationship management, high quality communications and timely impact reporting.

#### Named Awards (Scholarships and Bursaries)

- Together with the Stewardship Manager, lead on the matching of named scholarships and bursaries (from Trusts & Foundations and Corporate Donors) to individual RNCM students, ensuring that Awards are allocated to the most appropriate student according to donor preference. This will require a robust knowledge of every student support funder and excellent knowledge of the student body.
- Attend Student Awards Committee to develop thorough knowledge of current student support strategy and to ensure fundraising approaches match institutional needs, supporting the Development Director in production of relevant updates (including annual award uplift report)
- Liaise with student beneficiaries of Named Awards to ensure they fulfil the requirements of their scholarship/bursary and provide regular updates for donors
- Manage the collating, editing and dissemination of regular reports on student beneficiaries to donors and ensure all Named Awards are credited correctly across all student biographies and RNCM communications
- Develop and maintain a pool of resources to assist students with their own funding approaches, and provide advice as required

#### Data and Information Management

- Lead on data management, income reporting, and forecasting via Raiser's Edge and Power BI for the Trusts and Foundations team, ensuring that the database is used optimally in all areas, in close collaboration with the CRM Officer.
- Support the creation of mailing lists and other Trust & Foundation focused reports.
- Manage a library of project outlines, useful information and case for support documents generated by the Trusts & Foundation team to benefit the wider Development Team

## Additional Information

### **Safeguarding**

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

## **Health and Safety Responsibilities**

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

### **General**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification

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<b>Criteria</b>	<b>Essential (E) / Desirable (D)</b>	<b>Method of Assessment</b>
<b>Experience</b>		
A track record of securing grant funding from a range of trusts and foundations from arts, charity or Higher Education sector	E	
Experience of relationship managing a large number of funders, including reporting and stewardship	E	
Managing / using a CRM database, ideally Raiser's Edge or similar package.	E	Application Form/Interview
Managing a busy portfolio of tasks and relationships, adhering to deadlines, timescales and targets.	E	
At least two years' experience working in a fundraising role	D	
Interest in music, arts and education	D	
<b>Skills</b>		
Excellent writing and editing skills	E	
Proven ability to write compelling and inspiring funding applications, reports and communications.	E	
Ability to use Microsoft Office: Outlook, Word, Excel, PowerPoint and a CRM/ Database system (we use Raiser's Edge on a daily basis).	E	
Strong personable skills including the proven ability to present and speak confidently, positively and persuasively to a range of stakeholders at different levels.	E	Application Form/Interview
Excellent attention to detail and organisational skills.	E	
Proactive, with the ability to work remotely from home and to manage own workload efficiently without direct	E	

supervision.		
Ability to work well collaboratively in a team	E	
Able to present professionally and represent the organisation at internal and external events and meetings	E	
Excellent research and analytical skills with the ability to contribute to the development of new prospects and pipelines .	E	
<b>Knowledge</b>		
An understanding of best practice in fundraising and trends in charitable grants.	E	
Enthusiasm and passion for music in all forms and for supporting young people with musical potential	E	Application Form/Interview
Working knowledge and understanding of issues within access to music education and widening participation.	D	
Understanding of the higher education and / or arts sector	D	
<b>Qualifications</b>		
Good standard of general education.	E	Application Form
Degree or equivalent	D	
<b>Other requirements</b>		
A team player and an effective communicator, who enjoys working with internal and external stakeholders.	E	
Warmth, and the ability to connect with a wide range of people in a friendly, personable manner that builds trust and relationships.	E	Application Form/Interview
Flexibility and willingness to work occasional weekends and evenings as required.	E	

<b>Summary of Terms and Conditions</b>	
<b>Salary</b>	Grade 6a SCP24 to 27, currently £33,002 to £35,608 per annum
<b>Hours of Work</b>	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
<b>Annual Leave</b>	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
<b>Pension</b>	The post-holder will be eligible to join the Local Government Pension Scheme.

**Issued by:** Sarah Peach, Head of Trusts and Foundations

**Date of issue:** January 2026

# About Us

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## **The RNCM**

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

## **What it's like to work here**

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via [recruitment@rncm.ac.uk](mailto:recruitment@rncm.ac.uk).



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## **The Department**

Responsible for generating philanthropic income, sponsorship, legacies and donations to support for the RNCM. Money raised provides scholarships and bursaries to assist students through their studies, and funds RNCM projects (from Young Projects to Capital

developments). The Development Team also engages with our alumni, both in the UK and internationally, encouraging them stay connected to the RNCM, and to get more involved through mentoring and advocating.

# Staff Benefits

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## **Annual leave**

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

## **Working hours**

35 hours per week for a full-time role

## **Flexibility**

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

## **Family friendly policies**

Enhanced maternity and paternity pay above statutory payments.

## **Pensions**

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

## **Employee Assistance Programme**

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

## **Eye Tests**

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

## **Events**

Staff can book one free or discounted ticket to most RNCM promoted events.

## **Professional Development**

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

## **Travel**

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

## **Staff Discounts**

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our

Rewards app.

### **Staff Wellbeing**

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

### **Staff Voice**

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.