

RNCM

VACANCY

Recruitment Pack

HEAD OF MAJOR GIFTS



RNCM working with



Charity People

HEAD OF MAJOR GIFTS

RNCM VACANCY

Job Title

Head of Major Gifts

Department

Development

Responsible to

Director of Development

Responsible for

Head of Individual Giving

Job Description

See page 4

Person Specification

See page 5

Application details

Deadline for application:

9am, Tuesday 30 May

First round interview date:

Wednesday 7 June

RNCM working with Charity People

Lead Consultant

Amelia Lee

Regional Recruitment Manager



BACKGROUND INFORMATION

The Royal Northern College of Music (RNCM) is a leading international conservatoire located in the heart of Manchester, with a reputation for attracting talented students, teachers, conductors and composers from all over the world.

Now in its fifth decade, the RNCM is relatively young but its rich history spans back to 1893 when Sir Charles Hallé founded the Royal Manchester College of Music (RMCM). In 1973 this institution merged with the Northern School of Music (NSM), and the RNCM was born. Today, the College is a thriving conservatoire with around 320 teaching staff and over 800 students from 52 different countries.

Complementing this role, the RNCM is also a vibrant live music venue offering unparalleled opportunities for students to perform regularly to public audiences and to work alongside professional musicians and visiting artists. Housing four major performance spaces, including a professionally-staffed, fully-equipped Theatre and recently refurbished Concert Hall, the College presents in excess of 400 concerts each year ranging from RNCM orchestras and ensembles and large-scale opera productions, to a host of touring companies and external hires.

In 2014 the RNCM was rated the UK's leading music college for research, and is the recipient of two Times Higher Education Awards: Excellence and Innovation in the Arts (2015) and Outstanding International Student Strategy (2016).

ORGANISATION

The College is established as a Higher Education Corporation, is an exempt charity and is subject to the oversight of the Higher Education Funding Council for England (HEFCE). The Members of the Corporation constitute the Board of Governors (the 'Board') of the College, chaired by Mr Nick Prettejohn, which carries the ultimate responsibility for the College's overall strategic direction and for ensuring that satisfactory arrangements for the management of its core and supporting business activities are in place and 'fit for purpose'.

The Principal is responsible to the RNCM's Board for the leadership, organisation, direction and management of the College. The executive structure consists of the Executive Committee (EC), chaired by the Principal, comprising senior executive officers and senior academic staff of the College. The EC discusses operational and policy issues, financial and human resource matters, both operational and strategic, and acts as an advisory body for the Principal on a wide range of internal and external matters. The EC brings together the senior executive officers, the Director of Development, the Director of Research, the Director of Performance, plus the Heads of Marketing and Communications and Quality Assurance and Enhancement.

The Academic Board of the College is also chaired by the Principal and is responsible, subject to the oversight of the Board of Governors, for establishing the academic governance arrangements for the College, which include policies relating to learning, teaching, scholarship and research, admission, assessment and for monitoring the quality of academic programmes. It is also the final authority for the determination of student progression and for the granting of academic awards in the name of the College.

ABOUT MANCHESTER

Manchester is without doubt one of the most energetic and cosmopolitan cities in the UK, and has a well-deserved reputation as an educational, media, and cultural capital within Europe.

Renowned internationally as a breeding ground for musical talent and innovation, Manchester is one of the world's most diverse cities when it comes to musical offerings. Not only is it home to three professional orchestras, the Hallé, BBC Philharmonic and Manchester Camerata (which resides at the College), but bands such as 10cc, The Hollies, The Bee Gees, Buzzcocks, Joy Division, New Order, The Smiths, The Stone Roses, Happy Mondays, Oasis, Elbow, Doves and Delphic also have their roots here.

Of course, there are plenty of opportunities to see Manchester's finest classical and contemporary performers, alongside artists from across the world, in the city's many live music venues – from the state-of-the-art Bridgewater Hall, home to the Hallé, and the imposing Manchester Arena, which holds 21,000 and is the largest indoor arena in the UK, to more intimate venues scattered across the city as well as the RNCM's own performance spaces. The RNCM was ranked as the UK's 7th busiest performance venue by PRS for Music in 2012.

Festivals are also prominent in Manchester; the most notable being the biennial artist-led Manchester International Festival (MIF), which presents new works from across the spectrum of performing arts, music, visual arts and popular culture; FutureEverything, a global arts festival of art, music and ideas; and Proms in the Park all complement the RNCM's own festivals which span Chamber Music, Strings, Brass and New Music as well as specialist events dedicated to percussion and also the saxophone.

The city also has many galleries and museums, including Manchester Art Gallery, The Whitworth Art Gallery, The Lowry, Home, Manchester Museum, the Museum of Science and Industry (MOSI) and the Imperial War Museum North, all offering a diverse range of exhibitions and collections.

Talking about Manchester and not mentioning sport would be considered a sin. The two simply go hand in hand. Not only is Manchester home to two premiership football teams, Manchester United and Manchester City, it also offers world-class cycling at Manchester Velodrome, premiership rugby with Sale Sharks, national and international cricket at Old Trafford, and international swimming at Manchester Aquatics Centre. There is a myriad of sporting associations across the city, from archery to volleyball and both the Peak and Lake Districts, with their stunning scenery and breathtaking walks, are within easy reach of Manchester.

RNCM 2020

In 2015 the RNCM launched an ambitious five year strategy. One of the objectives set out in the strategy is to double the fundraised income the College generates. This has required a new way of thinking about philanthropy at the RNCM, and a new Development Strategy was launched by the Director of Development in 2015. The strategy has seen its target achieved in the both years since its launch, with goal already met for 2016/2017 thanks to a committed, hardworking and talented team. In order to sustain this success individual giving is key, and the RNCM is now seeking two posts to make a transformational impact on this area of income generation. The Head of Major Gifts and Development Manager (Individuals) will be a key part of a successful team.

Job Description

PURPOSE

The Head of Major Gifts will have personal responsibility for income generation of £500,000 to £1m pa. You will manage your own portfolio of major donors and potential major donors. You will work with the Director of Development to support the development and management of a Development Board of senior volunteers. You will manage the Head of Individual Giving to ensure their target is met and oversee the major gift strategy for the RNCM. You will play a key role in implementing the fundraising strategy and raise significant funds against key areas of College need including funding for scholarships and an upcoming major capital appeal.

KEY RESPONSIBILITIES

- Achieve targets with a particular focus on developing high value prospects
- Insure income is sustainable by overseeing excellent stewardship of individual gifts and a strong donor retention plan
- Identify opportunities for international fundraising
- Oversee a major donor cultivation strategy and ensure the individual giving at lower levels is meeting targets
- Oversee the production of donor solicitation and retention materials

ABOUT YOU

You are likely to be a seasoned fundraiser, with a proven track record of securing five and six figure gifts. Ideally, you will have established networks in the North West and understand the giving landscape and tax laws in the UK. You will be target driven and motivated by success. You will thrive in a high performing environment and want to make a key contribution.

While experience in a fundraising role would be ideal, candidates will be considered who have proven track record in managing high level relationships and securing funding in another sector where they have conducted high level commercial negotiations to a successful outcome.

You will be need to hold high level discussions with potential funders so you will be credible, charismatic and a confident, clear and concise communicator. You will have drive, vision and commitment. You will be diplomatic, show maturity in judgement, with the ability to maintain confidentiality and be able to represent the organisation at the most senior level. You will be intellectually curious, and have shown a real commitment to your own ongoing professional development.

Person Specification

QUALIFICATIONS

- A good standard of general education to at least degree level or equivalent

KNOWLEDGE AND EXPERIENCE

- Good knowledge and experience as a major gift fundraiser
- Demonstrable success in securing gifts of £100,000 and above and in achieving personal annual fundraising targets
- Experience of working with senior leadership and volunteers
- Experience of securing gifts, grants and sponsorship from philanthropists, grant-making foundations and companies
- A genuine, and demonstrable, interest in the arts and music
- Experience of working with Raiser's Edge, or similar fundraising software

SKILLS AND ABILITIES

- Excellent verbal communication skills, with the ability to engage effectively with individuals at Board level.
- Well-developed interpersonal skills, with the ability to quickly build rapport with people from different disciplines and backgrounds
- Excellent written communication skills, with a demonstrable ability to write succinctly, correctly and compellingly
- Demonstrable ability to meet targets
- Leadership and management skills
- Ability to be strategic, use initiative, and effectively manage own time
- Organisational skills with the ability to plan and prioritise work as part of a team but also work alone.
- Flexibility and willingness to occasionally work weekends and evenings

TO APPLY

Please submit a copy of your CV with a supporting statement (two pages maximum) discussing:

- How your skills and experience match the criteria on the person specification including key examples of success
- Why the work the RNCM does is important to you

DEADLINE

9am on **Tuesday 30 May**

INTERVIEWS

First round interviews are to be held on **Wednesday 7 June** at the RNCM in Manchester.

APPLICATIONS

Applications should be sent directly to RNCM's recruitment partner, Charity People. Amelia Lee is the recruitment consultant leading on this vacancy:

Amelia Lee, Regional Recruitment Manager

(0161) 850 8916 or 07450 230 127

Amelia@charitypeople.co.uk

ADDITIONAL INFORMATION AND BENEFITS

Salary: Grade 8a, currently: £38,183 - £41,709 per annum

Hours of Work: 35 hours per week, Monday – Friday. Occasional flexibility in working hours will be expected.

Annual Leave: 22 days per year. In addition two extra statutory days are granted during the Christmas closedown plus all eight bank holidays.

Pension: The post-holder will be eligible to join the Local Government Pension Scheme

The College offers a range of benefits to help you achieve a better balance between your family and work responsibilities. More information is available in our Flexible Working policy.

Development and Training: Through our Performance and Development Review process we are able to offer a wide range of training and development opportunities for our staff, as well as offering support for staff who wish to study for relevant further qualifications.

Sick Pay Scheme: The College's Sick Pay Scheme applies to members of staff who are absent from work as a result of certified illness.

Family Friendly Policies: Maternity, Paternity and Adoption pay are paid at an enhanced rate for eligible employees, above the statutory rates of pay. In addition, there are various policies which aim to support the working lives of staff that have caring responsibilities, such as the Flexible Working Policy and the Leave of Absence Policy.

Employee Assistance Scheme - Care First: Alongside our Counselling Service, Care First offers information and advice for staff. The team of expert advisors, trained by Citizens Advice, can provide comprehensive answers and assistance on a wide range of issues which affect daily life, from employment to health and legal enquiries.

Eyesight Tests: You may be entitled to an eyesight test and a contribution towards prescription lenses if glasses are needed solely for display screen work.

RNCM Discounts: There are a limited number of free and significantly discounted tickets available to RNCM staff and students for most events promoted by the College. If you are interested please enquire at our Box Office. Ticket offers for the RNCM and other Manchester cultural organisations are also emailed to RNCM staff by our Box office team.

There are staff discounts in the RNCM's Café and Brodsky Restaurant. In addition, discounts are available for membership at the Aquatics Centre and Gym, just across the road from the RNCM building.

Childcare Vouchers: If you are a working parent with children up to 16 years old, you could save up to £933 per parent, per year on your registered childcare costs.

Travel Assistance Schemes: The RNCM has a cycle to work scheme operated in association with Cyclescheme Limited, to help you save money when buying a bike to cycle to work. The RNCM can also provide loans for season tickets for public transport.

Long Service: Annual leave entitlements for Professional Services staff increase after five and 20 years' service. In addition, when employees reach the 25 years' service milestone they are awarded with a gift and certificate from the College.