

Hello!

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

If you are interested in applying please send your CV and a cover letter of no more than 2 pages illustrating how your experience meets the requirements in the person specification.

Please also complete our Equal Opportunities form.

Completed applications should be sent to sonia@pegasusoperacompany.org with the email title : Development and Fundraising Manager on Monday 27th February 2023 by 7pm

Completed Equal Opportunities form should be returned to admin@pegopera.org

JOB TITLE: Development and Fundraising Manager (Fixed Term, 1 year)

SALARY: £37,000 pro rata

CONTRACT: Full Time

Annual Leave Entitlement: 28 days

HOURS: 8 hours per day

REPORT TO: Executive Director

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: **Monday 27th February 2023**

JOB PURPOSE

The Development and Fundraising 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 in the following areas:

Artistic Programme
Talent Development
Learning and Participation

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

Donor Development

- Identifying potential donors through list of supporters, those attending Pegasus events and individuals interested in the Pegasus mission.
- Develop a plan to engage potential donors through individual meetings and events.
- Oversee all communications providing the necessary input as needed to donors and potential donors
- Administrate areas of the supporters' programme including processing membership renewals, payments, acknowledgements and booking tickets for supporters and potential supporters

Trusts and Foundations

- Identify trusts and foundations whose mission is aligned with Pegasus's mission.
- Write grant applications
- Assist in the production of funding reports for existing supporters

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
- Lead on the organisation, management and attendance of supporters' evenings

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
- Liaise with all teams to ensure that project information and budgets are up to date
- Ensure the website has 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 on all fundraising activity.
- Maintain accurate, concise and comprehensive database records 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
- Adhere 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

PERSON SPECIFICATION

Essential skills and experience

- Commitment to Pegasus's mission and vision
- Experience of working in a fundraising role
- Experience of managing donor and trust and foundation 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

Desirable

- Active interest in the arts and music
- Experience of working in a charity or arts organisation

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.