



WORK WITH US

**Trusts and Foundations Manager
(Maternity Cover – 9 Months)**

Recruitment Pack

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London Symphony Orchestra

About the London Symphony Orchestra



The LSO with Sir Simon Rattle on the Barbican stage

The London Symphony Orchestra was established in 1904, as one of the first orchestras shaped by its musicians. Since then, generations of remarkable talents have built the LSO's reputation for uncompromising quality, and inspirational repertoires.

Today, the LSO is ranked among the world's top orchestras, with a family of artists that includes Chief Conductor Sir Antonio Pappano, Principal Guest Conductors Gianandrea Noseda and François-Xavier Roth, Conductor Laureate Michael Tilson Thomas and Associate Artists Barbara Hannigan and André J Thomas.

The LSO is Resident Orchestra at the Barbican in the City of London. The Orchestra reaches international audiences through touring and artistic residencies – in cities including Paris, Dortmund and Tokyo, at the Aix-en-Provence Festival, across Australasia and Latin America, and with the Music Academy in Santa Barbara – and through digital partnerships and an extensive programme of live streamed and on-demand online broadcasts.

Through a world-leading learning and community programme, LSO Discovery, the LSO connects people from all walks of life to the power of great music. Based at LSO St Luke's, the Orchestra's community and music education centre and a leading performance venue on Old Street, LSO Discovery's reach extends across East London, the UK and the world through both in-person and digital activity.

LSO musicians are at the heart of this unique programme, leading workshops, mentoring bright young talent, performing at free concerts for the local community and

using music to support adults with learning disabilities. LSO musicians also visit children's hospitals, and lead training programmes for music teachers.

The ambition behind this work is simple: to share the transformative power of classical music with people who would not normally experience it. The impact is unrivalled, and every year, LSO Discovery reaches thousands of people of all ages.

In 1999, the LSO formed its own recording label, LSO Live, and revolutionised how live orchestral music is recorded, with over 150 recordings released so far. Overall, the LSO has made more recordings than any other orchestra.

As a leading orchestra for film, the LSO has entertained millions with classic scores for Star Wars, Indiana Jones, The Shape of Water, and many more. The LSO also uses streaming services to reach a worldwide audience totalling millions of music-lovers who listen online every month.

Through inspiring music, educational programmes and technological innovations, the LSO's reach extends far beyond the concert hall. Thanks to the generous support of The Corporation of the City of London, Arts Council England, corporate supporters and individual donors, the LSO is able to continue sharing extraordinary music with as many people as possible, across London, and the world.

Working at the London Symphony Orchestra



Young musicians performing on-stage at BMW Classics in Trafalgar Square

About the Role

The LSO is looking to appoint an ambitious and self-motivated individual to the role of Trusts and Foundations Manager. Working closely with another Trusts & Foundations Manager and the Philanthropy Coordinator, this maternity cover role will play a key part in the success of the LSO's Development Department, implementing the trusts and foundations strategy in order to generate maximum income from grant-giving organisations.

The Development Team

The LSO's Development Department raises over £3 million per year from the private sector, with ambitious plans to grow fundraised income over the coming three years. Comprising 11 members of staff, the Department's objective is to generate income from corporate supporters, trusts and foundations, individual donors, special events and the statutory sector, in support of the LSO's activities both in the UK and abroad.

Location

Based at the LSO's offices at the Barbican Centre, with the option to work remotely for up to two days per week.

Contract

9-month full time fixed-term contract.

Hours

37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday. Some additional evening and weekends

are required at LSO concerts, on a rota, with a time-in-lieu policy in place.

Salary

£28,000 - £32,000, subject to experience.

Probationary Period

3 months

Notice Period

2 months

Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Subsidised catering facilities provided by the Barbican Centre.

Membership of company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.
- 5% employer contributions and 2% employee contributions after 1 year's employment.

Cycle-to-Work scheme.

Employee Assistance programme.

Free tickets to LSO concerts at the Barbican and Lunchtime Concerts at LSO St Luke's (subject to availability).

About the Role



Ayanna Witter-Johnson performing at the Barbican



A Lunchtime Concert at LSO St Luke's

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Joining a driven and high-performing Development team, the Trusts and Foundations Manager will also work closely with colleague across the LSO in order to develop engaging proposals for support, and to cultivate and maintain relationships with new and existing funders. With opportunities to fundraise towards a diverse range of education and community activities, as well as new music commissions, audience development initiatives, infrastructure, and capital projects at LSO St Luke's, the role will provide substantial opportunity for professional development within a world-leading cultural organisation.

Key Responsibilities

To cultivate, establish and maintain funding relationships with grant-giving organisations – including trusts and foundations, corporate foundations, livery companies and statutory funders – in order to meet and grow income targets in support of the LSO's extensive range of activities.

Fundraising

- Manage the application process for a portfolio of trusts and foundations, livery companies and some statutory organisations, working closely with colleagues across the organisation to collate all necessary information, and compiling final applications with detailed budgets and supporting material.
- Research and cultivate new funding opportunities to secure revenue across all areas of the LSO's activity, with a particular focus on the work of LSO Discovery.

- In collaboration with the Head of LSO Discovery and Discovery Project Managers, develop programme ideas in line with funders' interests, and craft compelling proposals.
- Work with the Trusts & Foundations Manager, with support from the Director of Development and Philanthropy Coordinator, to manage the trusts and foundations income stream to achieve annual fundraising targets.

Strategy and Stewardship

- Work closely with the Director of Development and Trusts & Foundations Manager to develop and implement the trusts and foundations strategy.
- Develop relationships of the highest quality with key representatives from funding bodies, utilising relevant LSO staff and Board members in this process where needed.
- Ensure that all required grant reporting is delivered to the highest standards, supporting the development of robust evaluation processes with colleagues where needed.
- Manage the involvement of trust and foundation supporters in supported projects, including organising projects visits, review meetings, and invitations to wider LSO activity.
- Contribute to the development of the wider Development strategy, and to the effective daily operations of the Development team.

Finance and Administration

- Work with the Philanthropy Coordinator to monitor incoming grant payments with the Finance Department and relevant colleagues across the organisation.
- Work closely with Finance and project delivery colleagues to ensure that grants are spent in line with funding agreements.
- Manage the trusts and foundations finance tracking spreadsheet and ensure all communication with funders is recorded on the Raiser's Edge database.

General

- Stay informed of key developments within the sector by monitoring government and third-sector policies and relevant publications.
- Attend regular evening and occasional weekend concerts and events, as required within the nature of the post.
- Assist with other duties that may be reasonably required

This job description is a guide for the responsibilities your role will include. You may be asked to fulfil other responsibilities that are reasonable and suited to you and your skills. These will be discussed with you.

Reporting To

Director of Development

Who You Will be Working With

The Trusts & Foundations Manager (permanent), the Director of Development, the Philanthropy Manager and Philanthropy Coordinator, as well as colleagues across the LSO.

About You



LSO Brass at St Paul's Cathedral



LSO East London Academy young musicians

We are looking for someone with experience in:

- Working in the music or broader arts sectors
- Generating support from Trusts and Foundations, or similar

The capabilities and characteristics we are looking for:

- Exceptional writing and communication skills, with an ability to convey detailed information in a concise and compelling way.
- Experience in establishing and stewarding productive relationships with funders or other external stakeholders.
- Ability to work proactively and constructively with colleagues to develop high-quality proposals or other projects.
- Ability to act as an ambassador for the LSO amongst a range of high-profile external contacts.
- Exceptional attention to detail and organisational skills.
- Ability to prioritise and meet regular deadlines whilst working under pressure

How to Apply



A workshop at an LSO Discovery Family Concert

The closing date for applications is 5pm, Thursday 24 August 2023.

If you would like to apply for this role, please visit lso.co.uk/jobs, where you will be asked to complete our application form and equal opportunities form. If you are unable to complete the application form please contact alix.harper@lso.co.uk for assistance.

If you have any questions about this role, please contact Liana Richards, Director of Development:
Liana.Richards@lso.co.uk.

First interviews will be held Thursday 31 August and Friday 1 September 2023 at the LSO's offices at the Barbican Centre, with the option of an online (Zoom or Teams) interview for anyone who is unable to attend in person.

When completing the application form please ensure you include examples which demonstrate your experience in the About You section above and also explain why you are interested in the role.

Please provide the names of two referees, one of which should be your current employer, if applicable, along with whether we can contact them or when in the application process they can be contacted.

Please provide your contact details, ideally both a mobile number and email address.

As an equal opportunities employer, the LSO is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the LSO.