



WORK WITH US

Philanthropy Coordinator

Recruitment Pack

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About the London Symphony Orchestra



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 ambition.

The London Symphony Orchestra performs some 70 concerts as Resident Orchestra at the Barbican Centre every year with its family of artists: Chief Conductor Sir Antonio Pappano, Conductor Emeritus Sir Simon Rattle, 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, 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. The home of much of LSO Discovery's work is LSO St Luke's, the LSO's venue on Old Street. In 2025, following a programme of works, we will be opening up the venue's facilities to more people than ever before, with new state-of-the-art recording facilities and dedicated spaces for LSO Discovery.

Our record label LSO Live celebrates its 25th anniversary in 2024/25, and is a leader among orchestra-owned labels. We also share the LSO's performances with millions of people around the world every month through film recordings, streaming services and an extensive programme of live-streamed and on-demand online broadcasts.

[Find Out More](#)

About the Role

This role is an exciting opportunity for an early career professional who is seeking a chance to learn about fundraising in the performing arts. We are looking for an individual with excellent communication skills and high attention to detail, who has an interest in developing an understanding of fundraising in the performing arts sector from a variety of sources including high net worth individuals, trusts and foundations, and corporates.

The Philanthropy Coordinator will work across the LSO's Development team, providing support on high-quality and compelling funding proposals, and helping to secure grants, donations and sponsorship from both current and new supporters. The role will also provide support towards the Development Office's busy schedule of events, general administrative support to the LSO Development Director, and will be responsible for ensuring good records are maintained on the department's database, Raiser's Edge NXT.

Reporting To: Philanthropy Manager

Location: The LSO's offices are based at the Barbican Centre, London. Hybrid working is available, with a minimum of 3 days per week in the office.

Hours: Full time, permanent contract. 37.5 hours per week. Core hours are 9.30am to 6pm, Monday to Friday. Additional evening and weekends are required at LSO concerts, on a rota, with a time-in-lieu policy in place.

Salary Range: £27,000 - £29,000

Company Benefits

25 days annual leave, plus bank holidays.

Interest-free loan for a season travel ticket.

Membership of the company pension scheme as follows:

- In line with auto-enrolment regulations during first year of service.

- 5% enhanced 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).

* *After completion of one year's employment:*

- Company income protection insurance.
- Eligible to opt in non-contributory private healthcare scheme.

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 12 members of staff, the Department's objective is to generate income from trusts and foundations, individual donors, corporate supporters, special events and the statutory sector, in support of the LSO's activities both in the UK and abroad.

This is an exciting time to join the team at the LSO, with the internationally renowned Sir Antonio Pappano becoming the Orchestra's Chief Conductor and as the Orchestra thrives with regularly sold-out performances at its home in the Barbican. As the whole organisation continues to build on its success, the Development Office is very much part of this momentum, drawing in new supporters to join an already wide-ranging community of donors, funders and sponsors.

Who You Will be Working With

Director of Development
Philanthropy Manager, Trusts & Foundations
Manager Corporate Partnerships Manager.

Key Responsibilities

Reporting to the Philanthropy Manager, the post-holder will work across the LSO's Development Office, providing support on high-quality and compelling funding proposals, and helping to secure grants, donations and sponsorship from both current and new supporters. Strong communication skills, attention to detail and a passion for engaging written copy are vital for this role, as is the ability to convey detailed information in a concise and compelling way.

The post-holder will provide some administrative support to the Director of Development and will work on organising processes throughout funders' and major donors' giving journeys, including the maintenance of accurate records on the Raiser's Edge database. The Philanthropy Coordinator will also support the wider fundraising of the Department, including some event management and donor hosting at events.

Writing and Research

- Research new individuals, trusts, foundations and corporate supporters, identifying appropriate funding opportunities to ensure key projects and activities are able to continue and develop.
- Prepare meeting briefings and support due diligence processes as required.
- Write compelling funding proposals, updates and reports including liaison with colleagues to collate necessary project and financial information, ensuring they are submitted within relevant deadlines and in line with funders' requirements.

Processing and Database Work

- Lead on gift administration for funders and major donors, ensuring that they are acknowledged and credited appropriately, liaising with other LSO departments where needed.
- Maintain accurate financial records relating to funding from trusts, foundations and corporate supporters, ensuring that this is accurate and up-to-date at all times, and that all communication and the giving cycle of funders is accurately tracked on the Raiser's Edge database.

Administrative Support for the Director of Development

- Provide general administrative support for the Director of Development, including drafting correspondence as required.

Events

- Provide assistance for the LSO Development Office's busy schedule of events, including the annual fundraising gala.
- Attend evening and weekend concerts and events, as required within the nature of the post.
- Assist with other duties that may be reasonably required.

About You

We are looking for someone with experience in: administration or copywriting, in a professional or voluntary capacity, or alternatively a strong academic background which demonstrates practical implementation of the communication and organisational skills required for this role.

The capabilities and characteristics we are looking for:

- Very strong writing and verbal communication skills, with the ability to collate detailed information and present it in a concise and compelling way.
- Professional discretion.
- High attention to detail.
- Ability to prioritise and manage a busy workload, and to consistently meet deadlines.
- Self-motivated, with strong organisational skills.
- Ability to work within a team effectively, and to engage with a variety of colleagues across the organisation and stakeholders.
- An interest in orchestral/classical music is desirable.

How to Apply

The closing date for applications is **5pm Monday 19 August 2024.**

If you would like to apply for this role, please visit **[Iso.co.uk/jobs](https://iso.co.uk/jobs)**, where you will be asked to complete our application and equal opportunities form. If you are unable to complete the application form please contact **nicky.levy@iso.co.uk** for assistance.

If you have any questions about this role, please contact Madalene Smith, Philanthropy Manager on **madalene.smith@iso.co.uk**.

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.