



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: **Philanthropy Manager**

Reports to: **Senior Philanthropy Manager**

Main purpose of the job

To maximise the Royal Opera House Covent Garden Foundation's income from philanthropists by managing and growing relationships with existing supporters, by identifying and making approaches to new prospects, and by developing, managing and identifying ways of maximising fundraising income. To play a key role in achieving the annual Development and Enterprises Department targets.

To add value through own portfolio of key relationships and prospects.

Main Responsibilities

Planning

- Identify new major philanthropists and to devise a detailed approach plan, which may include other members of the Development team and the use of Fundraising Committee and Board Members. Work with colleagues, Fundraising Committee and Board Members to integrate new prospects into the plan. Support Fundraising Committee and Board Members by setting up and providing briefs for meetings, drafting correspondence, following up accordingly and providing any other support needed. Ensure that all activity undertaken by staff and Senior Volunteers is accurately recorded on the Department's database.
- Grow and develop existing philanthropic £7,500 initiatives by identifying new philanthropists and maintain and grow existing £7,500 supporters.
- Create, grow and develop *Production Syndicates*, by identifying new prospects giving £7,500 or more and maximising increased support from existing philanthropists.
- Manage and develop current and new fundraising initiatives.
- Oversee prospecting for new donors and developing a plan in consultation with the Philanthropy team on introducing and cultivating those new potential donor relationships
- Maximise support from existing ballet or opera production philanthropists by growing incomes from these individuals.

- In consultation with the Senior Philanthropy Manager and the Trustees of the Endowment Fund, plan and continue growing and marketing the Baton Associates programme
- Maximise income opportunities across the Department by working with Philanthropy and Membership teams. This includes encouraging philanthropists to purchase special fundraising event tickets and gala tickets. Promote and recruit new Patron members and where appropriate new Corporate members in partnership with other members of the Philanthropy and Membership teams.
- Ensure that any planned approach or activity is supported by appropriate level of research and analysis.
- Ensure that all income secured is handled as tax-effectively as possible.
- Operate strictly within budgeted expenditure.

Philanthropy activities

- Identify new major philanthropists and to devise a detailed approach plan, which may include other members of the Development team and the use of Senior Volunteers and Senior Management. Support these colleagues in making their approaches, for example, by setting up and providing briefs for meetings, drafting correspondence and following up accordingly. Ensure that all activity undertaken by staff and Senior Volunteers is accurately recorded on the Department's database.
- Implement the approach plan to agreed timescales, using Senior Volunteers, senior management and working with the Philanthropy team.
- Manage relationships with existing philanthropists and be responsible for renewing their philanthropy, stewarding and servicing their relationship with Artistic staff and senior ROH staff, ensuring that all involvement and recognition is delivered in the agreed timeframe and communicated to the donor. Liaise with other members of the Development team and other Royal Opera House staff on delivery of involvement. Ensure donors are credited appropriately.
- Arrange project visits, backstage tours, attendance at rehearsals, meetings with internal and external senior influencers (Senior Volunteers, Board Members and Artistic Staff etc) with the aim of encouraging giving to the Royal Opera House Covent Garden Foundation. Prepare proposals for funding.
- Encourage philanthropists to become ambassadors for the House and introduce us to their contacts who could be potential new donors.
- Demonstrate discretion and confidentiality across all work regarding sensitive or personal information; work to department protocols regarding Data Protection.
- Working to the agreed standards, co-ordinate the servicing of all those who have pledged legacies to the Royal Opera House Endowment Fund and be first point of contact for the administration of legacies that come in. Provide support to the Endowment Campaign as needed

Continuous Improvement

- Play an active role in the team, contributing to the efficient running of operations
- Keep in touch with best practice and any updates as relevant to the role

- Manage own learning and continuous professional development relevant to the role; undertake any learning or study as required
- Support a culture of information sharing, collaborative working and team working
- Contribute to a culture of innovation and continuous improvement

Key criteria for success

After 6 months in post, the successful candidate will have:

- Made a major contribution to securing and servicing of budgeted Philanthropy target.
- Successfully managed philanthropists giving upwards of £7,500 to the Royal Opera House.
- Identified new potential philanthropists with plans outlining and demonstrating how the relationship will be developed with the aim of generating major gifts.
- Identified and secured 5 new individual philanthropists.
- Established a collaborative and consultative relationship with other members of the team on projects being led by you.
- Established good relationships across the ROH departments and become a respected member of the Development team.

Overall

- Be prepared to work evenings and occasionally at weekends as required, under the Departments' time-off in lieu policy.
- Undertake any other duties as may be reasonably required in the above post.

PERSON SPECIFICATION

Essential Knowledge/Skills and Experience

Philanthropy

- An established track record in philanthropy or fundraising for major organisations
- A balance of experience and innovation to be able to develop new ideas and launch new initiatives successfully
- Some experience of, or an interest in, legacy fundraising

Project Management Skills

- The ability to deliver consistently to objectives
- Target focussed with effective time management, prioritisation and planning skills
- Ability to use management processes effectively to support:
 - Research, analysis and reporting on activities
 - Budget analysis and presentation
 - Proposal writing, contracts and tax arrangements
 - Project management and management of servicing
 - Processes to encourage review and continuous improvement

People Skills

- Credibility as an ambassador in the area of philanthropy, able to work effectively at senior levels

- Very strong people and relationship building skills and networking and the ability to nurture contacts
- Outstanding verbal communication and presentation skills and ability to show enthusiasm and communicate fluently about the artistic work and aims of the ROH
- Discretion and respect for confidentiality
- Excellent writing skills including proposals and reports to the highest professional standards and attention to detail
- Ability to work autonomously and as a team player. Able to work across this and other departments and with a range of senior people including Committee and Board Members and philanthropists
- Tenacious and with an ability to deliver consistently against own and team objectives
- An understanding and knowledge of the art forms would be an advantage

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to delivering a high quality service and high standard of work
- Commitment to managing own learning and continuous professional development relevant to the role

Job Requirements

- Able to work evenings and weekends as required. The role may also include overseas tours with ROH philanthropists
- Good personal presentation and business-like appearance

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.