



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Senior Strategic Funding Manager
Reports to: Head of Policy and Strategic Funding
Responsible for: Development Manager

Main purpose of the job

To develop an effective strategy for fundraising from Trusts and Foundations, plus statutory funders, to support ROH's goals and priorities
To drive forward the fundraising from Trusts and Foundations and grow the portfolio of relationships, working to objectives with key relationships and targets
To manage and develop the Development Manager and manage all resources effectively
To manage own learning and contribute to a culture of continuous improvement
To play a key role in achieving the annual Development and Enterprises Department targets through all the above activities

Main responsibilities

Working to the priorities set by the Head of Policy and Strategic Funding:

Strategy and Planning

- Develop the strategy for Trusts and Foundations fundraising and statutory funders, to maximise fundraising revenue and to raise the profile of the ROH with key funders
- Maintain an overview of the department strategy for fundraising and an awareness of the key relationships and priorities
- Keep up to date with best practice and developments in Trusts and Foundations fundraising in order to maintain a strong presence for the ROH in the sector

Portfolio Management and Development

- Manage the overall portfolio for Trusts and Foundations fundraising and work to deliver the annual plan and targets
- Manage the plan and track income and applications against targets, using effective processes for monitoring progress to plan
- Maintain and develop strong relationships with current funders already within the Trusts and Foundations portfolio
- Put in place processes to support reporting on agreed activities and commitments and prepare and deliver high-quality reports to current funders

- Review the portfolio for any dormant relationships and scan the horizon to identify new prospective funders; assess prospects and potential for new proposals and growth
- Agree target relationships and funding projects, draft and deliver exceptionally high-quality proposals and applications to funders; ensure follow through on all activities as required
 - Demonstrate discretion and confidentiality across all work regarding sensitive information; work to department protocols for GDPR
- Support the Head of Policy and Strategic Funding on other specific projects and proposals, beyond Trusts and Foundations, as needed

Relationship Management

- Work closely with colleagues in the Development and Enterprises and other departments to ensure that any approaches are targeted and are likely to generate maximum value
- Maintain and build strong relationships across ROH, in particular with the Learning and Participation team, but also wider
- Uphold the ROH's aims and policies on diversity and inclusion in all aspects of the role
- Attend cross-organisational meetings as required, ensuring a collaborative approach

People Management

- Provide effective direction, line management, guidance, performance management and objectives for the Development Manager and support their professional development
- Build in regular meetings and one to one supervision meetings to provide an infrastructure of information flow, team and one to one support
- Promote best practice methods and collaborative working across the team
- Promote a strong team ethic and culture of skill development

Continuous Improvement

- Support and contribute to a culture of high performance, innovation and continuous improvement
- Promote and foster a culture of information sharing, collaborative working and cross-team working
- Manage own learning and continuous professional development relevant to the role
- Keep in touch with developments in the sector and develop and manage own network relevant to the role
- Uphold ROH values and behaviours: Treat each other with **R**espect | Be **O**pen | Value the **H**ighest Standards

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

Trusts and Foundations Fundraising

- A strong track record in fundraising from Trusts and Foundations and managing relationships at a senior level
- A current track record of raising substantial annual income (of over £3m/year) including six-figure gifts
- Ability to manage a portfolio of relationships with funders and grow the portfolio in value
- Highly effective writing skills for proposals, applications and reports to Trusts and Foundations

- Ability to promote opportunities for funding within the arts sector and show good understanding of relevant projects and subject matter

Workload Management

- Highly competent in utilising fundraising tools and technology, including Tessitura
- Ability to deliver planning documents and track progress to plan
- Strong data analysis skills and use of Excel
- Strong workload management skills, able to plan ahead, consult with others and manage workflow to achieve desired outputs
- Ability to manage own time to deliver to agreed timescales for agreed projects

Relationship Management

- Credibility and influence as an ambassador for the role internally and externally, able to operate effectively at all levels
- Highly effective relationship management skills with ability to maintain positive relations with funders, potential funders and stakeholders
- Effective people management skills to manage and develop direct reports
- Experience of working successfully with cross discipline teams
- Strong team player, able to work collaboratively in a team environment

Continuous Improvement

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

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