

BLACKHEATH HALLS

Blackheath Halls is a magnificent Grade II listed building, at the heart of the community of Blackheath. It includes two main performance spaces, the beautiful Great Hall which offers some of the best acoustics in the UK for large scale orchestral performance, and a newly refurbished Recital Room on the first floor. It is owned by Trinity Laban Conservatoire of Music and Dance which is based nearby in Greenwich and Deptford.

The Halls presents a diverse programme of professional performances and events including classical, jazz, folk and opera, and also offers visual art exhibition space, cultural talks, and seminars. Blackheath Halls runs an extensive programme of participation for the local community, the community opera being a highly regarded highlight of the year. It is also the principal venue for Trinity Laban's Faculty of Music and as such is home to rehearsals and performances by students, visiting artists, and professional musicians associated with the Conservatoire. It is the venue of choice for hire by leading professional orchestras and recording companies, as well as an excellent location for commercial and private event hires.

Fundraising from public and private sources is a vital addition to box office and other earned income. The Halls has already achieved considerable fundraising success, both for ongoing annual revenue and for capital projects, and benefits from the generous support of very many individual donors from the local community.

Looking ahead, fundraising plans will focus on attracting grants and donations to support improvements to the building, and gifts in support of the performance and community engagement programmes.

DEVELOPMENT OFFICER

Blackheath Halls is seeking to engage a part time Development Officer (3 days per week). This exciting role requires an energetic and highly motivated individual to build upon successful capital and revenue funding campaigns targeted primarily to Trusts and Foundations, and an engaged and motivated local community.

The post holder will be responsible for delivery of the fundraising plan, together with the General Manager. There will be a focus on fundraising for the next phase of a capital appeal and for revenue funding to support community engagement projects, as well as for the performance programme.

Applications to public funding agencies, including Arts Council England, as well as Charitable Trusts and Foundations will be a core part of the role. In addition, the Halls benefits from a highly engaged and supportive local community which requires a well-structured and efficient donor care programme. There may also be opportunities to engage the local business community for sponsorship and event funding.

In addition, the Halls works closely with a much appreciated Friends of Blackheath Halls group which has recently elected a new Chair, Dame Joan Ruddock.

The post holder benefits from a close working relationship with the Development Office for Trinity Laban, based at the Faculty of Music at the Old Royal Naval College, Greenwich. There will be support for strategic planning, for fundraising applications, report generation, and also the use of a well-managed fundraising database, Raisers' Edge.

Main duties:

1. Fundraising
 - Develop and execute the fundraising strategy for the Halls, under the management and guidance of the General Manager.
 - Ensure current donors are well stewarded to sustain and increase regular giving to the Halls.
 - Research new sources of funding from charitable trusts, public funding agencies, individuals and the business community.
 - Lead on making applications and soliciting funds for capital and revenue appeals.
 - Research and develop legacy giving to the Halls
 - Research and develop relationships with potential corporate partners developing tailor-made packages, taking responsibility for contracting those packages and ensuring that all arrangements for the execution of the contracts are delivered.
2. Donor care
 - Provide appropriate and timely acknowledgement of all gifts.
 - Provide well-crafted and timely reports to donors
 - Execute a stewardship programme appropriate to giving levels and funding sources.
 - Work closely with the Marketing Consultant to ensure that all funders are appropriately credited on all publicity and relevant media.
3. Events
 - Deliver and develop the established annual programme of fundraising and stewardship events at the Halls.
 - Plan and deliver additional fundraising events appropriate to the needs of fundraising plans and appeals.
4. Projects and appeals
 - Plan and execute specific fundraising appeals, for both capital and revenue projects.
 - Work with the Community Engagement Manager to research and develop specific funding opportunities for the Blackheath Halls community engagement programme.
5. Processes, reporting and meetings
 - Receive, monitor and process all gifts and donations.
 - Monitor and manage all pledges, including legacy pledges, to the Halls
 - Work with the Data Manager for the Development Office of Trinity Laban to ensure compliance with processes and protocols for the use of the Raisers' Edge database.
6. Relationships
 - Build excellent working relationship with the General Manager of the Halls, and the Chair of the Friends of Blackheath Halls.
 - Work with the General Manager and the Community Engagement Manager to develop the existing relationship with the Arts Council and other public funding bodies
 - Work closely with the Head of Development of Trinity Laban, to plan and prepare fundraising activity and to review fundraising applications, and deliver donor care in line with established stewardship protocols.

The ideal candidate will have:

- Familiarity and understanding of arts funding issues
- Proven fundraising skills, particularly in the areas of trusts and foundations and Arts Council funding.

- Excellent written and presentation skills and a proven track record of writing successful applications to secure major funding
- Excellent interpersonal skills
- Excellent negotiation skills
- Good knowledge of classical music and the arts generally

Contract: Part-time (0.6 FTE post, 22 hours per week). Evening and weekend work will be required.

Salary: £25,000 pro-rata

Closing date for applications: **5pm on Wednesday 8 April 2015**

To apply; please send a covering letter demonstrating clearly how you meet the essential criteria for the advertised post together with a full CV