Head of Development

Starting salary £30,000 – £38,000 per annum depending on experience.

Reporting to Chief Executive

Based Cambridge, but with regular time spent in London for concerts, meetings and events, and other travel as necessary. Flexible working options may be available.

Hours of work 9am–5.30pm Monday–Friday; plus attendance at some concerts, events and meetings in the evening and at weekends.

Holiday 23 days per year plus public holidays.

Notice period Three months weeks after an initial three-month probationary period during which the notice period is one month on either side.

Introducing the Academy of Ancient Music

The Academy of Ancient Music is one of the world’s leading orchestras with an illustrious heritage stretching back over 40 years. The Orchestra is pioneering in its approach to energising baroque and classical music – exploring the soundworlds of the period and performing the music with the style and spirit in which it was written. We believe in engaging deeply with our audiences and players and we do this by making our approach to music-making more relevant and appealing. We revel in the expressive power of old instruments – flutes made out of wood, trumpets without valves, strings woven from gut.

Under the leadership of Music Director Richard Egarr, we perform around 50 concerts each year and work with a roster of stellar artists such as Alison Balsom, Carolyn Sampson, Jean Rondeau and Nicola Benedetti. We’ve won numerous awards for our work, including a Grammy Award, a Brit Award and four Gramophone Awards, and were selected to be part of the Queen’s Diamond Jubilee Pageant on the River Thames.

The AAM has built up a huge discography which now totals over 300 albums - award-winning recordings of the great baroque masterworks; celebrated opera releases starring Cecilia Bartoli, Dame Emma Kirkby and Dame Joan Sutherland; pioneering cycles of the Mozart and Beethoven symphonies; and much more for major labels, independents, and more recently our own label, AAM Records. AAM’s recordings lead the world of period performance online, attracting more listeners on Spotify and other streaming services than any other similar ensemble.
The AAM is committed to nurturing the next generation of audiences and performers for classical music. We have long-term partnerships with higher education institutions to provide high-quality training for young musicians, offer affordable concert tickets to everyone under the age of 26 to build audiences for classical music, and have a developing outreach and creative learning programme with primary schools in London and our local community in Cambridgeshire.

**Fundraising at the Academy of Ancient Music**

Alongside artistic excellence, fundraising has been vital to the AAM’s success since it became a registered charity in 2000. The orchestra’s financial strength stems from the generosity of its ever-expanding family of supporters who this year will donate around £340k to sustain the AAM’s work.

The Orchestra is funded by a mixture of income generated by concerts in the UK and overseas and a large group of generous private donors (trusts and foundations and individuals). We currently receive no public funding towards our core costs.

Individual giving at the AAM is supported by three membership schemes, the AAM Academy, AAM Associates and the Friends of the AAM, which together make up the orchestra’s closest group of supporters. These supporters are at the heart of the AAM’s work and with whom we are committed to developing long-term successful relationships.

The AAM Legacy Circle was established in 2013 to recognise AAM supporters who have agreed to include a legacy to the orchestra in their wills. Dame Emma Kirkby, one of the AAM’s most distinguished collaborators, is the Circle’s Founder Patron. With ambitious international touring plans in the coming seasons, the orchestra is seeking to increase its fundraising capacity outside the UK including establishing an American charity.

The AAM has a long-standing history of generous support from trusts, foundations and public funding bodies. Over the past decade it has benefitted from Arts Council England (ACE) funding through Grants for the Arts and was a National Portfolio Organisation from 2012-15.

The coming seasons will see a significant expansion of our education and audience development programmes with associated opportunities for increased fundraising. As well as drawing in new and diverse audiences in the concert hall and digitally, one of our priority funding areas is the expansion of our learning and participation programme, ‘AAMplify’.

The AAM fundraising team is supported by the Board of Trustees, Chairman, Chief Executive and Development Board. In post is a Fundraising and Marketing Assistant who provides excellent day-to-day departmental support, particularly with our Friends, Associate and Academy Members.

This position is a fantastic opportunity for a motivated and capable individual to join the team at a pivotal period in the AAM’s journey. This is an exciting time to be involved in helping shape the next stage of development.
Job Description

- Manage and develop the AAM Academy, AAM Associates and AAM Friends schemes, including stewardship of existing supporters, overseeing administration of renewals, thank-you letters, and maintaining a ticket booking service for concerts in London and Cambridge.
- Work with the Development Board to cultivate and build relationships with new prospects.
- Brief senior staff and trustees on potential prospects, setting up and attending meetings where necessary.
- Lead on designing, managing and delivering an annual calendar of events for members and prospects, in conjunction with the Development Board.
- Manage AAM’s Legacy Circle programme.
- Responsibility for researching and writing trust and foundation applications for a range of projects. Manage relationships with trusts and foundations, including the sending of reports.
- Manage the use of the Donor Strategy database, supporting in-house training as required, ensuring that the database meets organisational requirements.
- Manage fundraising literature (impact report, website, donor letters) and ensure that donors’ preferences for acknowledgement are respected.
- Develop AAM’s fundraising strategy.
- Manage the Gift Aid claims process.
- Service the needs of the Board and Development Board, writing accurate and informative reports.
- Attendance at AAM own promotion concerts and Academy, Associates and Friends events.

Person Specification

Essential

- At least three years’ experience in a fundraising role including working on individual giving schemes, for example, Friends or membership schemes.
- Experience and proven success in:
  - securing gifts from individual donors.
  - writing trust and foundation grant applications.
  - supporting and managing a range of donor events such as drinks receptions, dinners and other fundraising events.
- Experience of working with databases to manage donor relationships and plan fundraising approaches.
- Experience and desire to be proactively ‘out in the field’.
- Understanding of Gift Aid.
- Understanding of the principles of fundraising from companies and trusts & foundations.
- Excellent interpersonal skills with an ability to build long-term, positive relationships with existing and potential donors.
- Excellent communication skills with the ability to communicate convincingly to a diverse range of people in person and in writing.
- Self-motivated and able to design own schedule.
- Ability to pay close attention to detail.
- Strong organisational skills and the ability to plan well and prioritise workload.
- Highly motivated, proactive and able to work on own initiative.
- Ability to work under pressure and to deadlines.
- Ability to work successfully within a small team.
- Willingness to attend concerts and other evening and weekend events.

Desirable

- An understanding of specific concerns regarding orchestral fundraising.
- Understanding of Donor Schemes vis-à-vis VAT & Gift Aid
- Experience of working with Donor Strategy.
- An interest in classical music.

Contact

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