



DEVELOPMENT OFFICER

JOB DESCRIPTION



Summary

Aurora Orchestra is recruiting for a Development Officer to support the orchestra's fundraising activity, with a primary focus on our individual giving programme.

Aurora has established itself amongst the world's leading chamber orchestras, with a distinctive and vibrant brand built on a marriage of quality and creativity. As it continues to blaze a trail for the sector with its innovative live and digital output, the orchestra is seeking to further develop its individual giving programme, broadening its donor base and increasing revenue from major gifts.

We are seeking to recruit a creative and effective fundraiser who can cultivate and nurture new and existing donor relationships, oversee the planning and delivery of high-impact fundraising events, and help Aurora realise the full fundraising potential of its unique artistic programme.

Introduction – Aurora Orchestra

Aurora Orchestra creates vibrant musical adventures that share a passion for orchestral music with the broadest possible audience. Since its creation in 2005 it has established itself as one of Europe's leading chamber orchestras, with a distinctive and vibrant programme spanning performances, broadcasts, and digital activity.

Collaborating widely across art forms and musical genres, we work with an exceptional breadth of artists, from world-class instrumental soloists and singers to choreographers, writers and theatre directors. We constantly look for new ways to heighten engagement with music and get under the skin of great works, including through pioneering memorised performance as the first orchestra in history to perform symphonic repertoire without sheet music. Our 'Orchestral Theatre' approach combines theatrical presentation with world-class music making, deepening listeners' musical enjoyment and understanding, and opening up classical music to new audiences. For younger audiences, our 'Far Far Away' series combines live instrumental performance with original storytelling in a playful, multi-sensory approach to concert presentation. We have also recently launched a major new online learning platform aimed at supporting music education in the classroom nationally. At the heart of all of our work is an uncompromising commitment to musical integrity, with music and musicians always the driving artistic force.

Appearing under the inspiring leadership of Principal Conductor Nicholas Collon, Aurora is Resident Orchestra at Southbank Centre and Resident Ensemble at Kings Place. The orchestra also appears regularly at major venues across the UK and internationally, with recent and forthcoming appearances at venues including Concertgebouw Amsterdam, Elbphilharmonie Hamburg, Victoria Concert Hall Singapore and Helsinki Music Centre. Aurora has quickly established a reputation as one of Europe's leading chamber orchestras, garnering major awards including three Royal Philharmonic Society Music Awards, a German ECHO Klassik Award, and a Classical:NEXT Innovation Award. The orchestra has recently been awarded regular funding by Arts Council England as a National Portfolio Organisation for the period 2023–2026.

For more information please visit www.auroraorchestra.com

The Role

Over its 18-year journey to date, Aurora has matured from startup into a thriving and resilient company with a highly distinctive artistic brand and a reputation for sector-leading creativity. The orchestra recovered quickly from the shocks of the pandemic and is now flourishing as never before: sharing its live programme with a broad and growing concert audience in the UK and worldwide; planning its most ambitious Orchestral Theatre productions to date; and transforming music education in schools through its pioneering digital work.

Aurora has already had significant fundraising success, with over £5 million raised over the past decade from a combination of Arts Council support, grants from trusts and foundations, and individual donations. But we believe we are still only scratching the surface of Aurora's fundraising potential, and that there is particular scope for growing the orchestra's individual giving revenue (currently generating c.£100k annually). At this exciting moment for the orchestra we are creating a new role for a creative fundraiser who can help us build a vibrant supporters' programme commensurate with the outstanding quality of Aurora's artistic output.

The appointee will work at the heart of Aurora's dynamic and creative management team. Reporting to the orchestra's Development Manager, they will also work directly

with the Chief Executive (who is closely involved in developing fundraising strategy) and the orchestra's board of trustees to plan and deliver fundraising activity in support of the orchestra's programme. They will also develop a close relationship with key members of the artistic team, working to align Aurora's unique creative offer with an equally distinctive fundraising proposition. The post offers an opportunity to acquire and hone a broad range of skills and experience at the heart of one of the UK's most exciting performing arts organisations.

Specific responsibilities will include:

Cultivation & growth

- Working closely with Aurora's Development Manager, Chief Executive and board of trustees to identify and cultivate major donor prospects
- Supporting the planning and delivery of creative fundraising appeals
- Within the framework of relevant data protection rules and industry best practice, researching and identifying potential new supporters from the orchestra's contact database
- Supporting the design of personalised cultivation and solicitation plans for prospective donors
- Facilitating the implementation of cultivation plans with administrative support of the highest quality (overseeing timelines, setting up meetings, preparing research briefs etc.)

Fundraising events

- Working with the Development Manager, Chief Executive and other members of the artistic and administrative team to devise, plan and deliver creative cultivation and stewardship events (e.g. dinners, open rehearsals, post-concert receptions and special opportunities for donors to interact with artists)
- Managing all event logistics, including venue bookings, guest lists, catering and other administration
- Overseeing communications with donors about events, including invitations and joining instructions
- Preparing guest briefings and cultivation strategy for development events, ensuring that key supporters/prospects are stewarded appropriately by Aurora staff and board
- Managing the orchestra's allocation of complimentary tickets and booking requests for additional concert tickets by Aurora's board
- Keeping board members updated on Aurora's diary of concerts and development events, through email alerts and calendar invitations.
- Supporting front of house service on concert nights where required, including running the Aurora desk.

Stewardship

- Working closely with Aurora's Development Manager to develop and renew relationships with existing supporters at all levels, through high-quality stewardship
- Coordinating design and production of high-quality creative communications for Aurora's Supporters, liaising with various members of the administrative and artistic team to generate engaging content, and ensuring timely delivery
- Managing the delivery of supporter programme benefits, for example web/print accreditation and complimentary tickets
- Processing and acknowledging individual gifts
- Acting as the first point of contact for supporters, providing friendly, efficient and professional service.

Gift administration

- Maintaining accurate information about existing and prospective supporters in Aurora's Donorfy database
- Monitoring the receipt of new donations and ensuring that all gifts are recorded accurately, regularly updating the Donorfy database as new donations come in
- Producing monitoring and progress reports using Aurora's Donorfy database
- Processing Gift Aid forms and managing submission of Gift Aid claims.

Person Specification

This role would suit an imaginative specialist fundraiser who is keen to broaden their experience and take on significant responsibility within a rapidly-evolving arts organisation. Essential and desirable skills and experience will include:

Essential

- Enthusiasm for Aurora's work and mission, including developing new audiences for orchestral music and improving opportunities in the arts for young people and others with limited access
- Minimum 2 years' professional fundraising experience, including planning/delivery of fundraising events for major donors and general donor stewardship/cultivation
- Excellent written and verbal communication skills, with the sensitivity and confidence to liaise appropriately with a wide variety of donors, trustees and external partners
- Creative, flexible and open-minded, with an ability to think imaginatively beyond the conventional or obvious, act on own initiative, and contribute new ideas
- Collaborative individual with strong interpersonal skills, who would thrive as part of a small and committed team
- Ability to cope with demands of a high-tempo office environment and to manage multiple projects/tasks simultaneously in a positive, proactive and level-headed manner.

Desirable

- Familiarity with orchestras and orchestral repertoire
- Specialist arts fundraising experience
- Some experience of fundraising CRM databases
- Experience of donor prospecting
- Familiarity with data protection legislation and fundraising best practice standards, including the Code of Fundraising Practice.

Terms of appointment

Starting salary:	£30–32k depending on experience
Contract term:	Permanent contract with six-month probationary period
Notice period:	Three months (one month during probationary period)
Line manager:	Development Manager
Leave:	25 days per year plus bank holidays

Aurora offers a 90% working week for all full-time staff (with no reduction in salary). The role will generally be based at our Kings Place offices, though some home working will be possible and there is considerable flexibility of working pattern. Some evening and weekend working will be required depending on the orchestra's performance schedule (for which time off in lieu can be claimed), as well as occasional travel outside London on the orchestra's behalf.

Application process

To apply, please email your CV, cover letter and Equal Opportunities Monitoring Form to **applications@auroraorchestra.com** by **5pm on Tuesday 28 February** using the subject line DEVELOPMENT OFFICER APPLICATION.

Your letter should not exceed two sides of A4. Please refer closely to the detailed role description and person specification, using your letter to demonstrate why you are a strong candidate for the post.

Please include the following details:

- Contact details including telephone number(s)
- Details of any notice period
- Whether you require a work permit to work in the UK (Asylum & Immigration Act 1996)
- Names of two referees, indicating how they know you, and when in the application process we may contact them (NB we will not contact your referees without your express permission). At least one referee should be a current or most recent employer
- How you heard about this position.

We expect to hold interviews for this post in person in central London on Wednesday 15 March. Please let us know when applying if you anticipate any availability challenges affecting this date.

Aurora is committed to Arts Council England's Creative Case for Diversity in all aspects of our recruitment and employment practices, and strives to reflect the diversity of contemporary Britain, not only in the audiences it reaches but in its artistic output and the make-up of its staff. We would be very grateful if applicants would complete a short Equality and Diversity Monitoring Form when applying for this role.

If you require any adjustment to be made to the application or interview process to facilitate your application, please let us know when applying.

If you have any questions about the role or application process please contact Helen McKeown, Development Manager, at helen@auroraorchestra.com.