



ULSTER ORCHESTRA

Let's Play



FUNDRAISING MANAGER – RECRUITMENT PACK

APPLICATION DEADLINE: MONDAY 16th SEPTEMBER 2024

PRINCIPAL FUNDERS



**Belfast
City Council**

What we do: We connect fantastic music and musicians to the people of Northern Ireland and beyond.

Who we are: 63 top class musicians together with our administrative team, we are one of Northern Ireland's most cherished cultural organisations.

At the heart of our communities: Our musicians routinely devote time every week for community engagement; you can find us in care homes, hospitals, hospices and schools, spreading solace and joy to patients and residents and providing vital high-level support for talented youngsters.

Our philosophy: The best orchestras create great inspirational concerts and also draw from their communities, by reflecting their cultures, their hopes and dreams. They help their communities find their creative voices; that is what we are about.

Job Title: Fundraising Manager
Reporting To: Head of Finance & Business Management
Type of Post: Full-time, Permanent
Location: Belfast, Northern Ireland

JOB DESCRIPTION

Reporting to the Head of Finance & Business Management, the Fundraising Manager will contribute to the successful achievement of the Ulster Orchestra's income generation targets.

They will be responsible for managing the following:

- The day-to-day development and delivery of UO fundraising activities such as funding applications to trusts and foundations for revenue and capital purposes, individual giving, Chair sponsorship, Patron's scheme, high net worth individuals, legacies and annual core public sector funding;
- Assisting the Head of Marketing and Corporate Fundraising in corporate fundraising, the Corporate Membership Scheme and corporate partnerships;
- Assisting and researching the new area of research funding; and
- Events for cultivation and development purposes.

The Fundraising Manager will be responsible for line managing the Fundraising Coordinator(s) and will work closely with the Senior Management Team ("SMT") and our external Fundraising Consultant(s) in delivering our fundraising strategy.

Key Responsibilities

Fundraising Strategy & Processes

- Working closely with SMT to develop, review, refresh and implement the Ulster Orchestra's fundraising strategy;
- Lead the implementation of the fundraising strategy in relevant and new areas, monitoring results and adjusting as required;
- Work with Fundraising Consultant(s) to ensure coordination and synergy with parallel campaigns e.g. capital funding
- Build and maintain a strong case for support which can be adapted easily for different audiences;
- Support the SMT on assessing the fundability of new project proposals;
- Support the relevant department to develop and maintain budgets for fundraising proposals, including both new projects and existing projects that require external funding;
- Monitor project budgets, identify any funding shortfalls and make recommendations to the SMT to address;
- Oversee any expenditure relating to fundraising events and materials, ensuring that they remain within budget; and
- Working with the SMT on assessing and identifying research opportunities for funding applications.

Trusts & Foundations

- Maintain a list of charitable trusts and foundations, and identify new and relevant key trusts/foundations to target supported by the Fundraising Coordinator(s);
- Writing and submitting clear, compelling applications to a range of grant-giving organisations across core income, ongoing and new Learning & Community Engagement programmes, one-off artistic projects and capital projects in collaboration with the Chief Executive, Artistic Director and Deputy Chief Executive, the Head of Community Engagement and Grants and Fundraising Consultant(s);
- Cultivating strong relationships with relevant stakeholders at key trusts and foundations;
- Monitoring opportunities and deadlines, ensuring that we maximise chances of success by making the most relevant applications at the right time;
- Writing and submitting grant reports and evaluations as required by our funders; and
- Ensuring that we comply with any other funder requirements (e.g. logos, brand guidelines, credits etc.).

Individual Giving

- Managing and growing our membership and individual donations in line with agreed targets, through development of our Patrons scheme, Legacies, Chair Sponsorship programme and HNW Individuals;
- Maintaining strong relationships and communications with all our supporters as appropriate to their level of giving, with particular attention given to our major donors;

- Identifying and developing new sources of individual giving, including assessing the US, Irish and UK markets for opportunities, e.g. HNWI individuals, in collaboration with SMT and the Fundraising consultant(s);
- Ensuring that we deliver high-quality member benefits regularly and on time, including working with our digital team on the creation of online content for members;
- Planning and delivering donor events as required;
- Ensuring that Gift Aid is maximized and being responsible for submitting Gift Aid returns to HMRC; and
- Ensuring that renewal correspondence is sent out in line with deadlines to maintain existing levels of donations.

Corporate Support

- Providing support to the Head of Marketing & Corporate Fundraising as required including researching opportunities for corporate support (direct or in-kind), organising the provision of the benefits of Corporate Sponsorship and the Corporate Membership Scheme e.g. reserving tickets etc. and organising the delivery of events; and
- Building and maintaining strong relationships with key stakeholders and our corporate sponsors, providing them with regular, relevant updates and ensuring that they see the value of their investment.

Reporting

- Liaising with the Finance team to ensure accurate financial reporting, tracking and cross-referencing donations;
- Reporting regularly against targets, meeting internal and external deadlines; and
- Preparing accurate reporting and papers for Board meetings.

General

- Providing effective line management to the Fundraising Coordinator(s), including regular and appropriate supervision and support as needed to ensure effective performance management to deliver on the needs of the fundraising function.
- Maintaining strong relationships with all our Board, leveraging their networks as appropriate;
- Maintaining the Ulster Orchestra's fundraising database to ensure accurate and efficient reporting across all strands of our fundraising;
- Ensuring that information held in the database is compliant with the fundraising code of practice and data protection legislation;
- Ensure Fundraising's interests are well represented on social media, with engaging content for corporate members and sponsors via LinkedIn and Twitter, and that Fundraising web pages are up to date including corporate logos where relevant; and
- Attending relevant industry events and keeping on top of new trends and best practice in the industry.
- Always act as an ambassador for the Ulster Orchestra.
- Any other related tasks within the organisation as may be necessary.

PERSONNEL SPECIFICATION

Essential

- At least 5 years' experience in fundraising, ideally in a variety of charitable settings
- The knowledge and understanding to develop a robust and deliverable fundraising strategy
- A proven track record of securing funding from individuals through major gifts as well as maintaining and increasing individual donations.
- Experience of legacy giving - strategy development and management.
- Experience in managing a successful Patrons scheme and other, relevant membership schemes.
- A proven track record in securing grants from a range of Trusts and Foundations
- Strong English language writing skills, with a clear, accurate and compelling style applicable to both donor communications and grant applications
- Strong verbal communication and relationship-building skills
- Able to collate and analyse numerical data to provide accurate reporting and identify successes and areas for improvements
- Knowledge of Gift Aid, tax-efficient giving and member benefit limits.

Desirable

- Previous fundraising experience within an orchestra or other cultural organisation
- Prior experience of raising funds from corporates
- Prior experience of the US, Irish and UK markets
- Prior experience of research funding
- A knowledge of and interest in classical music

OTHER

If appointed, you will be required to apply for an Enhanced Check through [AccessNI](#), in order to participate in work activities with children and/or adults at risk. If you foresee any potential issues with this, please email: careers@ulsterorchestra.com.

NB. By virtue of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 and because of the nature of the work for which you are applying this post is exempt from the provisions of Article 5 of the Rehabilitation of Offenders (NI) Order 1978. Accordingly, you are not entitled to withhold information about convictions, which would otherwise be considered as 'spent' under the provisions of the 1978 Order. Failure to disclose such information could result in dismissal or disciplinary action in the event of employment.

SUBMISSION GUIDANCE AND HOW TO APPLY

Application Form

Complete the UO application form, which is available to download on the careers page, and return to careers@ulsterorchestra.com by **5pm on Monday 16th September 2024**. **No applications will be accepted after the stated closing date.**

Monitoring Information

To finalise your application, you will be required to complete our Diversity Monitoring Form. This provides us with important information to support our Equality, Diversity & Inclusion strategy. Monitoring forms must be downloaded from the website and emailed to careers@ulsterorchestra.com.

SELECTION PROCESS

Shortlisting

All applications received by the closing date will be shortlisted against the essential criteria. In the event that a large number of applications are received, desirable criteria may also need to be used to shortlist. **NB. Applications will remain anonymous at the shortlisting stage.**

Interview

Shortlisted candidates will be invited to attend for interview. We are planning to conduct interviews for this position week(s) commencing 9th and/or 16th September 2024.

JOB OFFER

Successful candidates will be given a job offer, which will be subject to a 12-month probationary period and satisfactory background checks.

*We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. It is a condition of any offer of employment we make to you that you have, or can gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted. NB. **this role is not eligible for Skilled Worker visas** therefore the successful candidate will need to be able to establish their right to work in the UK by an alternative means.*

OUR HISTORY

Honorary Principal Guest Conductor **Jac van Steen**
 Music Director Laureate **Daniele Rustioni**
 Conductor Laureate **Rafael Payare**
 Artist Laureate **Sir James Galway**
 Leader **Ioana Petcu-Colan**

Founded in 1966, the Ulster Orchestra has been at the forefront of musical life in Northern Ireland and the Orchestra's full-time musicians form the region's only professional symphony orchestra.

In 2019, the Ulster Orchestra appointed Daniele Rustioni as its Chief Conductor, a role which commenced at the start of the Orchestra's 2019/20 Season, and in 2022/23, in recognition of the strength of the relationship, he was appointed the Orchestra's Music Director. With his tenure at the Ulster Orchestra coming to an end in 2024, Rustioni will join a distinguished line of past principal conductors including Bryden Thomson, Vernon Handley, Yan Pascal Tortelier, Dimitry Sitkovetsky, Thierry Fischer, Kenneth Montgomery, JoAnn Faletta and Rafael Payare.

With a mission to enrich the lives of people living in Northern Ireland, those visiting, and those who encounter it through international touring and regular radio and TV broadcasts with both BBC Northern Ireland and BBC Radio 3, the Orchestra strives for excellence in all it undertakes, be it regular concert performances, learning and community engagement programmes, or creative collaborations across the arts.

The Ulster Orchestra gives around 40 evening and lunchtime concerts each season in its home, the Ulster Hall, and in Belfast Waterfront. The Orchestra performs for the BBC Radio 3 invitational concert series at the Ulster Hall and in front of tens of thousands for the BBC's Proms in the Park celebrations each year. The Orchestra appears regularly at the main BBC Proms series in the Royal Albert Hall, and its 2022 appearance with Daniele Rustioni and Louise Alder received widespread excellent reviews, including a 5 star review in The Guardian:

"The qualities that characterise [Rustioni's] work in the theatre – flair, intelligence, an immaculate sense of pace, tension and drama – also very much formed the basis of an exceptional concert that found him and his orchestra on terrific form."
 (Tim Ashley, The Guardian)

An important aspect of the Ulster Orchestra's work across Northern Ireland is its annual touring programme of concerts, which brings live orchestral music to the heart of communities across the region. *Ulster Orchestra On Your Doorstep*, was founded in the 2016/17 Season (the Orchestra's 50th Anniversary Season) and it sees the orchestra play in as diverse a range of venues as possible across Northern Ireland, sending everything from small ensembles and chamber music concerts, right up to the full symphony orchestra, far and wide across the region. In addition to our local tours, we also travelled to Linz, Austria in 2022 and again in 2024, performing at the renowned Brucknerhaus Concert Hall, as well as performing at the Berlioz Festival in France in 2023.

The Orchestra performs with a number of regular partners, including Northern Ireland Opera, Belfast International Arts Festival and Belfast Philharmonic Choir. A new partnership for the Ulster Orchestra was established in 2016 with the club night Lush!, and the ensuing arena

event Lush! Classical has been a sell-out event for four consecutive years.

The Ulster Orchestra records regularly for labels such as Hyperion (with Howard Shelley), Naxos (with former Chief Conductor JoAnn Falletta), Chandos, SOMM and Toccata Classics. The Orchestra's most recent recording of Weill's Violin Concerto and Second Symphony on SOMM records continues to garner international critical acclaim since its release early in 2022. Through partnering with organisations such as NI Screen, the Orchestra has undertaken various recording activities for film and TV, including the internationally-renowned children's series 'Puffin Rock'.

The Ulster Orchestra's Learning and Community Engagement programme aims to connect the Orchestra with communities and individuals across Northern Ireland and to provide accessible and innovative opportunities for people to engage as audiences and participants. Since 2016, all the Orchestra's musicians have been working on education and outreach activity, including Relaxed Performances for people with additional needs, residencies in schools and universities, concerts directly in people's communities, mentoring and coaching for players at all stages of their musical journey and the Crescendo project, the Orchestra's community-led residency project for children from disadvantaged areas in North and West Belfast. We have a long list of organisations that we work with, including Age NI, Autism NI, the Now Group, the Alzheimer's Society, the Belfast Trust Arts in Health programme, Community Arts Partnership, the Flax Trust, and Women's Aid.

Salon Sessions is an exciting new online project which takes small ensembles from the orchestra to unique and wonderful spaces. It also fulfils our passion to collaborate with and support local artists, offering them a platform to showcase their talents and what Belfast has to offer across the world. Each artist has their songs or poems arranged and performed by a variety of small ensembles of Ulster Orchestra musicians, recorded and filmed in inspiring, quirky, innovative locations culminating in a twenty minute professionally produced online 'session'. These are free to view by the public via the Orchestra's YouTube channel. To date, we have successfully collaborated with several artists including Ryan McMullan, Colum Sands, Niamh Dunne, Jordan Adetunji and our wonderful 'Your Song Now' project resulted in a successful album, *Our Songs, Our Place*, featuring original songs by nine local artists.

Thanks to everyone in the Ulster Orchestra family, we hold a unique place in the hearts of Northern Ireland's people, and we share a commitment to maintain and grow that success in the future.



OUR VALUES

We hold our values dear – they are unique and authentic to us as they were co-created through a collaborative process of lively debate and discussion – just how we like to do things here!

We CARE about our colleagues

- We treat each other with dignity and respect
- We encourage, support and value each other
- We are one team and share a collective responsibility
- We build trust through constructive communication
- We are innovative, resilient and resourceful

We COMMIT to being world class

- We are dedicated to the highest level of quality and performance
- We are proud of our collective talents
- We are aspirational, ambitious, creative and progressive
- We are advocates and ambassadors for music and the arts
- We are honoured to be the orchestra of Northern Ireland on the world stage

We ENGAGE with our community

- We reach out to, work with and connect people
- We provide inspirational musical experiences that are accessible to all
- We are proud to be instilled in, relevant to and valued by the community
- We present learning and life enrichment opportunities for people of all ages
- We value this country's rich artistic heritage and the part we continue to play in its future

These values underpin everything we do, and you will see them running through all of our company policies and procedures. Life at Ulster Orchestra is varied, meaningful and enriching - our employees live the values because they are as important to them as they are to our company.

Underpinning our values, we have a comprehensive Dignity at Work policy, which you can download from the Our Values section of our website.

OUR BENEFITS

Working in the arts and creative industries is a wonderful experience, and the UO is in the enviable position of being able to offer the security of a permanent employment to over 80 creatives.

We are pleased to be able to offer much more than your salary in terms of benefits. We have highlighted just a few of them below.

Family Friendly Policies

We aim to ensure that every employee feels supported and encouraged to have a healthy balance between work and home commitments.

School run, or early morning parkrun? No problem! Admin staff can agree **flexible start/finish times** with their Line Manager, to help with that work-life balance, so there's no need for breakfast clubs, and you can even get your daily exercise out of the way before work. We also offer **Hybrid Working**, so you can enjoy the benefits of both home and office-based working, in agreement with your Line Manager.

We also have a strong **Flexible Working Policy**, whereby employees can request reduced working hours and job share contracts etc.

Our policies for **Maternity, Paternity, Adoption Leave & Shared Parental Leave** are generous and supportive, aimed at helping employees to balance their work and home life commitments, encouraging the retention of talent and experience, increasing well-being and thus reducing absence and stress.

We offer a **Career Break** policy after 3 years of service, to assist with work-life balance, e.g. To take time off for caring responsibilities, to go back to college, to go travelling and/or to accompany a partner on an overseas assignment.

Health & Wellbeing

We have a comprehensive **Wellbeing Policy** through which we aim to help our employees to stay fit and healthy and support them when they are ill.

We have regular scheduled visits from a registered **Physiotherapist**, and all employees have the opportunity to book an appointment if needed. We also run free functional movement classes open to all employees.

We offer a **Cycle to Work** scheme to all employees, enabling you to save at least 25% of the cost of a new bike and spreading the cost over a 12-month period. Not only good for the environment, but also helps you to stay fit and healthy by getting on your bike.

Holidays

Admin staff have 5 weeks paid holidays throughout the year in addition to 12 public holidays. We are a company that understands the value of time away from the workplace so we encourage holidays to be embraced.

Induction

Upon joining the UO, all employees have a structured and comprehensive induction, to ensure all new joiners receive a consistent and positive experience and feel welcome, included and supported, from the point of job offer to the end of their probationary period.

Learning and Development

We believe in the importance of continuous learning and development and invest to support the growth and progression of our employees. This might be in the form of individual, confidential one to one coaching or group training sessions covering topics such as Resilience, Communications, Leadership etc. We also encourage personal and professional development through internal secondments and acting up opportunities as well as support towards relevant further academic and skills development programmes.

Loyalty Awards

We are delighted to have low turnover of our people, with the average length of service being 15 years. We thank our employees for their loyalty, by providing loyalty awards at various long service milestones.

Pensions

All employees are automatically enrolled into our company pension scheme and will benefit from our generous employer contributions (currently 6% p.a.). As we comply with government legislation regarding pensions, employees also currently contribute 2% p.a. All employees have access to the Orchestra's pension advisor for advice on their pension requirements.

LIVING HERE

Those of you who live here already will know that Northern Ireland offers a high quality of life. Small enough to get around easily (you can cross Northern Ireland by car in about 2 hours) but big enough to offer a great way of life and an amazing variety of experiences and activities. For those of you thinking about relocating, there are lots of brilliant reasons to consider living here.

People here are renowned as friendly and welcoming. Recent research conducted by Lloyds Banking Group for its annual Happiness Index in June 2020 placed Northern Ireland as the happiest place to live in the UK, with contentment levels here having increased by 6% on the previous year.

Northern Ireland has three airports (two of which are in the Greater Belfast area) with regular direct flights to the UK and Europe, and it is 2 hours by road or rail from Belfast to Dublin. Public transport is efficient and there is little congestion.

Northern Ireland offers a top-notch environment for living. In line with the rest of the UK, there is reasonable personal taxation, an excellent education system, a world-class healthcare system which is free and accessible to all and affordable properties.

More than 1100 international companies currently operate in Northern Ireland, including major US companies like Microsoft, AllState and Seagate, with IT a major industry sector. These companies have done their own research on living and working here, and it paints a clear picture of the benefits. Belfast is one of the most cost-effective cities in Western Europe to live in and TechNation research reports that Belfast is the best place to come to work as a software developer. The city ranked 2nd in the UK (behind London) and 9th overall in the Top 25 Tech Cities of the Future 2020/21, according to Global Outlook Tech Cities of the Future.

Property prices in Northern Ireland remain well below those in other UK locations and in the Republic of Ireland - around 75% lower than they are in London and 60% lower than Dublin. The majority of people living in Belfast and the surrounding area prefer to buy property rather than rent, and prices mean this is well within reach. Northern Ireland has reported the second-lowest crime rate in the UK for 2020 out of 43 nationwide police forces. As the top region with the lowest overall crime rate is the City of London (classed as a commercial area), this means Northern Ireland has the lowest residential crime rate in the UK.

For anyone thinking of relocating with a family, you'll be pleased to know that Northern Ireland is the top region in the UK for educational attainment, consistently coming out top at GCSE and A-Level exam level (the latter is equivalent to the US High School Diploma, the Republic of Ireland's Leaving Certificate and Scotland's Higher exams) and in 2019, 84.8% of Northern Ireland students achieved the three top grades at A-Level, compared to 75.8% in the rest of the UK.

Northern Ireland is developing as a progressive society, becoming ever-more multi-cultural and diverse. There are many organisations and networks whose remit is to support people from particular cultural backgrounds and minority groups – we can direct you to the relevant people if this would help you to settle in to life here.

If you're wondering about your leisure time, there is plenty to fill in your out-of-work hours. Northern Ireland's scenery is spectacular and between mountains and dramatic coastlines, you're spoilt for choice when it comes to locations for outdoor activities from hiking to

watersports such as paddle-boarding and fishing - or even just a spectacular drive along the Antrim Coast. The food and restaurant scene is of international quality and - besides Ulster Orchestra concerts - there are so many arts and cultural events and festivals, from pub backroom traditional sessions to international touring stars, you're bound to find something to appeal to your tastes.

For more information about the life and work of the Ulster Orchestra, visit <http://www.ulsterorchestra.org.uk>

