
ROMAN RIVER MUSIC

DEVELOPMENT MANAGER: JOB DESCRIPTION

January 2018

ROMAN RIVER MUSIC

Roman River Music aims to embed music and culture as a vital part of everyday life for people living in North Essex and South Suffolk. Alongside a year-long engagement and participation programme that aims to engage those least likely to experience live music and culture, activity is principally focused around an annual festival in informal and unexpected venues in Colchester and surrounding villages, featuring internationally-renowned musicians, choreographers and digital artists of the highest quality.

We convert disused urban buildings into performance spaces, remove the formal rituals of arts events and encourage audiences to pay what they can to one event per season. We produce work in partnership with Colchester Arts Centre, Firstsite, the Mercury Theatre and BBC Radio 3, we live stream performances to extend our reach and we give artists the time and space to develop their skill and create new work among the inspiring landscape of coastal Essex.

“Roman River is an outstanding festival and we are thrilled to be part of it”

Anthony Roberts, Director, Colchester Arts Centre

Successes over recent years have included brand new choreography to the music of JS Bach, a string quartet performed from memory in darkness, a day out singing sea shanties on a Maldon barge, a beer festival, a Bartók ballet set in a brothel and an epic Mahler symphony. International stars Tim Hugh, Nicola Benedetti, James Gilchrist and Bellowhead’s Jon Boden appeared at the 2016 Festival.

We have nurtured the artistic development of over 30 performers, primarily through the successful Jerwood Young Musicians Programme, given early performance opportunities to many artists who have subsequently established international careers and attracted new audiences to the Festival. In 2016, 46% of bookers were new. Our learning and participation programme is currently delivered in North East Essex to over 2,000 children and young people. This work will continue to evolve through three strands: Roman River Schools, Young People and Community.

INCOME-GENERATION AT ROMAN RIVER MUSIC

Roman River Music is a charitable incorporated organisation, registered charity no. 1158366. It raises 69% of its income from donations, legacies, grants, sponsorship and the Friends, amounting to £144,000 in the last financial year.

Fundraising is currently managed by the Board of Trustees, Artistic Director Orlando Jopling and the General Manager.

DEVELOPMENT MANAGER: KEY RESPONSIBILITIES

Roman River Music wishes to appoint a part-time Development Manager into a newly created senior position that will enable us to harness the fundraising opportunity presented by our ambitious forward plans.

Alongside an expansion of the annual Festival, we plan to develop our relationships with DanceEast, Firstsite and Snape, and work with Colchester Arts Centre, the Mercury Theatre and other local partners to transform Colchester into a centre of cultural excellence for North Essex and beyond.

The Development Manager will work closely with and be supported by the General Manager, and play a crucial role in supporting all Roman River Music team members, volunteers and Trustees to achieve the ambitious fundraising targets that will support the development of the artistic and outreach and participation programmes.

ROLE AND RESPONSIBILITIES

Reports to: General Manager

Fundraising Strategy

- Develop a new fundraising strategy and fundraising targets for Roman River Music, supported by the General Manager, Trustees and volunteers.
- Map out plans for the identification, cultivation and acquisition of new individual, corporate and trust and foundation supporters, with the aim of strengthening Roman River Music's fundraising programme and further developing financial resilience.

Prospecting

- Pro-actively research and identify potential new sources of support, both cash and in-kind, and develop a cultivation plan;
- Develop relationships with identified individual and corporate supporters to support Roman River Music's artistic, outreach and participation programmes;
- Work with Trustees to develop their role in fundraising, including introductions, donating and advocacy amongst local networks;
- Explore the establishment of a Development Committee with strong networks to assist with corporate and individual introductions and networking.

Stewarding

Service and steward current corporate partners, individual donors and trust and foundations, including:

- Appropriate level of communication about upcoming events and Roman River Festival news;
- Advance ticket bookings;
- Ensuring logo credits and donor acknowledgements are updated;
- Ensuring delivery of benefits as per any agreements and contracts;
- Follow-up meetings after key events;
- Sending thank you letters in a timely and efficient manner;

Renewals

- Lead on renewal negotiations and proposal development with cash and in-kind corporate partners;
- Organise follow-up meetings with key individual supporters and the General Manager / Artistic Director / Trustees to discuss future support;
- Organise reports to trusts and foundations in a timely manner, alongside proposals for further support.

Events Administration

Assisted by the Events & Volunteers Coordinator, lead on logistics and administration for all fundraising and cultivation events including:

- Ensuring all logistics are arranged in advance, liaising with other relevant colleagues and external suppliers and venues;
- Close liaison with any relevant partners / co-promoters.
- Drafting and printing letters of invitation and associated information;
- Organising mailings and ensuring accurate record-keeping of all sent invitations, RSVPs and donations received;
- Creating a clear ops plan including liaison with venue, event management, coordinating musicians, etc.

Data, Website and Acknowledgements

- Ensure all development records are kept up-to-date with correct and relevant information;
- Keep the website, collateral and any other materials up-to-date with relevant credits/acknowledgements for sponsored events and supporter listings.

Tickets

- Oversee ticket holds for sponsors and supporters at Festival events;
- Communicate clearly and regularly with the Box Office team, ensuring the required tickets are held and also released in a timely manner if not required.

Finance

- Oversee fundraising-related invoices, check for accuracy, secure authorisation from the General Manager and keep a record of all Development expenses;
- Keep detailed records of Development income received.

General

- Provide day-to-day administrative support alongside the Roman River Music team, including answering the telephone and responding to queries promptly and efficiently;
- Represent Roman River Music at concerts and events as appropriate;
- Undertake such other duties as may reasonably be required by the Company.

PERSON SPECIFICATION

This position is a great career development opportunity for a confident and hard-working individual looking to further develop their skillset across the fundraising mix and have a transformative impact upon culture in North Essex in general and Colchester in particular.

Experience and knowledge

- Minimum of three years' fundraising experience;
- Experience of developing donor, sponsor and supporter relationships with a track record of success in renewing existing support and securing new business;
- Experience of stewarding with a track record of success;
- Understanding of how to write a fundraising strategy, including research, identification, cultivation, pitching, acquisition, stewarding and retention / renewal;
- An appreciation of and enthusiasm for the arts is essential.

Skills and abilities

- Excellent communication skills with the ability to communicate convincingly to a diverse range of people in writing and in person;
- Strong proposal writing skills and ability to create a compelling case for support;
- Excellent interpersonal skills and ability to build long-term positive relationships with people both internally connected with Roman River Music and externally with existing and prospective supporters;
- Ability to think creatively in relation to planning corporate approaches and packages;
- Excellent organisational skills with the ability to plan ahead, prioritise, and with excellent attention to detail;
- Ability to work as part of a team;
- Highly efficient and organised;
- Enthusiastic and self-motivated;
- Willingness and availability to attend Roman River Music events at evenings and weekends.

ADDITIONAL INFORMATION

Role: A part-time, freelance role, remunerated on the basis of an itemised monthly invoice
Place of work: Work from home, with meetings in Colchester and around Essex/Suffolk and in London
Fee: £28-£32,000 pro rata per annum, according to experience
Hours: 15 hours per week plus evening and weekend work as required

APPLICATION PROCEDURE

To apply, please email your CV and covering letter to Victoria Steinitz, General Manager via victoria@romanrivermusic.org.uk. Please include details of two referees in your application, stating at what point in the recruitment process each of them may be contacted (we will not contact your referees without your permission). We would also appreciate an indication of your availability to start with us.

Deadline for applications **Thursday 15 February 2018, 5pm**

Short-listed candidates will be invited for a first-round interview **wc Monday 26 February 2018.**

Successful candidates *may* be invited for a second interview **wc Monday 5 March 2018.**

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Equality and Diversity Policy

Equality and diversity recognise that all individuals are different and should be treated fairly and equally in accordance with their needs. Equality and diversity looks particularly at race, ethnicity, gender, sex, sexual orientation, disability, religion, faith, poverty and age and aims to ensure that no person is discriminated against or disadvantaged for their circumstances, identity and beliefs.

RM is committed to a policy of diversity and equality of opportunity in its programme, employment practices and in the provision of its services. This policy aims to:

- support equality issues as part of the overall business plan of the organisation;
- make equalities issues visible within the organisation.

Background

Alongside excellence, diversity has always been a fundamental driving force for RRM. This has led to the present vibrant festival and other events embracing a wide variety of genres and art-forms in accessible venues, with an emphasis on informality and welcoming those who do not habitually engage with culture. 46% of 2016 ticket bookers were new.

Although we operate in a region with 8% ethnic minorities and 92% white population, the mix is changing. The 2011 Census identified Colchester as the third most ethnically diverse area in Essex, including Asian, Afro-Caribbean, Chinese and Polish. Colchester has also accepted Syrian refugees. To respond to this, we aim to create an inclusive programme which inspires everyone from all backgrounds and from toddlers to elders, to get involved with culture.

Strategic goals

Our policy goals for equality and diversity are to:

- research and develop opportunities to perform and engage with music for culturally diverse groups not currently engaged with our programme. We will create programmes which are diverse and relevant to them while providing opportunities to share in and experience other cultures;
- develop our programme so that everybody is made welcome and feels ownership and pride. We will continue to programme a mix of the best and most innovative world, jazz, experimental, rock, folk and classical music and other performing arts from a diverse range of outstanding practitioners. In order to make our festival as inclusive as possible, events will range from large-scale, traditional seated events to free street performances and small-scale events, all fuelled by the publicity, audience and buzz that a festival generates;
- reflect the diversity of this country, and will bring inspiring and diverse role models to our audience and participants;
- target deprived communities with least access to the arts;
- attract staff, volunteers and trustees from diverse groups by appointing critical friends for protected characteristics, to work with the team, make suggestions and identify barriers to participation;
- create a diversity budget to train staff, volunteers and trustees on this area of work;
- improve access provision, investigating hearing loops, sign language interpreters, large print and wheelchair access, and ensuring venues for family events encourage breast feeding and have baby-changing facilities.