

Streetwise Opera job pack: Head of Development

“Ambitious and inspiring” *The Guardian*

“Combining social purpose with serious artistic endeavor” *New York Times*

“One of the most innovative charities of the decade” Gordon Brown

Are you an experienced fundraiser with a passion both for the arts, and for making a real difference in the lives of people who have experienced homelessness? Streetwise Opera is looking for a dynamic new **Head of Development** ready to take the next step in their career to help us deliver our innovative national and international work.

Joining our team at a pivotal time in our development as we embark on our new Strategic Plan, the Head of Development will be a senior member of our team, working with and supported by our Co-Executive Director to shape and deliver a fundraising strategy reaching a wide range of public funders, trusts and foundations, corporates and individual donors.

Streetwise Opera is an award-winning charity that uses music to help people make positive changes in their lives. Working with people who have experienced, or are at risk of, homelessness, we run workshop programmes across England and stage critically-acclaimed operas, and are developing With One Voice, an international arts and homelessness movement.

Our productions platform the skills of our performers in a professional arena, showing that whatever life throws at them, they can achieve great things. Underpinning these, our year-round workshop programme offers a unique source of creativity in lives where everything else can be changing.

Streetwise Opera’s next production, *Tell Me The Truth About Love*, will be presented at Sage Gateshead in April 2018, directed by Olivier-Award winning Bijan Sheibani and featuring music from Benjamin Britten, Will Todd and Anna Appleby.

This varied and rewarding role will be at the heart of Streetwise Opera’s work, with frequent opportunities to visit workshops and performances, and witness the tangible impact of your contribution to a charity that changes the lives of people who have experienced homelessness.

As an employer, Streetwise Opera offers a wide range of benefits including excellent professional development and training opportunities, season ticket loans and an employer pension scheme. You will be joining a friendly, committed and supportive staff team and have the opportunity to make a real difference to our ambitious and life-changing work.

If you would like to discuss the post, please call the Streetwise Opera office on 020 7730 9551 to speak to Bridget Rennie.

Reporting to: Co-Executive Director
Direct Report: Development Manager

Salary: £32-38,000, dependent on experience

Location: Central London

Hours: full time

Closing date: midnight, Sunday 4 February 2018

How to apply

Please send a completed application form to admin@streetwiseopera.org by Sunday 4 February 2018. Application forms can be downloaded from www.streetwiseopera.org/work-with-us. Please note that CVs will not be accepted. If you have any queries or require the application form in a different format, email admin@streetwiseopera.org or telephone 020 7730 9551.

Streetwise Opera is an inclusive organisation and actively promotes equality. We welcome applications from a wide range of candidates, including those who have experienced homelessness. Candidates with a lived experience of homelessness who can demonstrate that they meet the essential criteria in the person specification below will be guaranteed a first round interview. Please ensure that you communicate this clearly in your application.

Job Description and Person Specification: Streetwise Opera Head of Development

Background:

Streetwise Opera has achieved significant growth in recent years, with a diverse portfolio of funders including Arts Council England, Macquarie Group Foundation, Calouste Gulbenkian Foundation, Esmée Fairbairn Foundation, a range of private trusts and foundations, and a small but loyal and growing pool of individual donors.

Over the next four years we plan to maintain our current scale of operation. Our 2018-19 fundraising target is c.£900,000, of which we have currently secured half, with a good pipeline of prospects. Our strategy is to maintain a significant level of support from public funders and trusts and foundations with a priority of significantly increasing the amounts we raise from individuals and through corporate partnerships to support the organisation's financial sustainability long-term.

Key responsibilities:

- Developing and implementing the fundraising strategy based on the current strategic plan, in collaboration with the Co-Executive Director
- Maximising income from all sources including trusts and foundations, corporate partnerships, individuals and earned income
- Meeting fundraising targets set by the Co-Executive Director
- Assisting in preparation of budgets in conjunction with the General Manager and Co-Executive Directors
- Managing relationships with key funders
- Maintaining contact with Trustees both individually and at Board meetings to ensure their proactive involvement in development activities
- Representing Streetwise Opera at external cultivation and networking events
- Advising on Streetwise Opera's external communications from a fundraising perspective
- Line-managing the Development Manager, supporting their learning and development
- With support from the Development Manager:
 - Researching and identifying new sources of funding
 - Writing well-researched and compelling funding applications
 - Co-ordinating the reporting requirements for all existing grants
 - Tracking income and ensuring funders and donors are thanked appropriately
 - Managing and developing individual giving schemes and campaigns
 - Devising and overseeing fundraising events alongside the charity's activities
- Attend workshops periodically

General requirements for all Streetwise Opera staff

- To uphold and promote the organisation's core values
- To contribute to the organisation's policy of including performers in decision-making processes
- To contribute to the organisation's strategic priority of diversity and to ensure that this informs all activities

- To contribute to the development of a professional working and learning environment within the organisation
- To ensure adherence to the organisation's policies and procedures
- To work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested
- To deputise for senior colleagues as appropriate

Person Specification: Skills and Experience

Essential	Desirable
At least five years' experience of fundraising	Experience of managing a fundraising team
A proven track record of securing and maintaining significant amounts of income (six-figure sums) to reach required targets	Experience of setting and managing fundraising budgets
Experience of securing and managing major grants from Arts Council England and/or private trusts and foundations	Experience of raising major gifts from individuals
Experience of raising money from EITHER individuals OR corporates	Experience of securing and managing major corporate partnerships
Exemplary written and verbal communication skills, including the ability to produce compelling proposals and reports tailored to different audiences	Good understanding of the role of external communications for a charity and how this relates to fundraising
Good finance skills: ability to interpret budgets and financial reports and tailor their format for funders	Empathy with homeless and socially excluded people
Demonstrable, strong strategic planning and organisational skills	Interest in the arts
Ability to plan, organise and prioritise own workload and support others to do the same	
Ability to motivate others and inspire commitment to Streetwise Opera	
An innovative and creative approach, able to generate new fundraising ideas	
Ability to work flexibly, independently and as an effective team member	
A target-focused and thorough approach with excellent attention to detail	
Awareness of tax and other legislation relating to fundraising	