

Head of Trusts and Foundations

Candidate Information Pack

October 2024





What is the role?

Title: Head of Trusts and Foundations

Department: Development

Location: Liverpool Philharmonic Hall

Responsible to: Executive Director, Performance and Learning

Contract: Full Time (35 hours per week). The normal place of work is Liverpool Philharmonic Hall, with flexibility for some remote working if agreed within the terms of our Working from Home Policy.

Salary: Dependent on experience (band £40 - £45k)

Closing date for applications: 13 November 2024

Interviews: Wednesday 27 November 2024

To start the conversation and for full application details, please contact Amelia Lee at Charity People via email: amelia@charitypeople.co.uk

Principal Role

To raise funds for Liverpool Philharmonic from trusts and foundations. As a key member of the Development team, you will play an instrumental role in raising essential funds to support the organisation's pioneering Music and Health initiative, the nationally renowned In Harmony Liverpool music education programme, Emerging Musicians Fellowship, commissions, concerts, capital projects and other activity.

Key Responsibilities

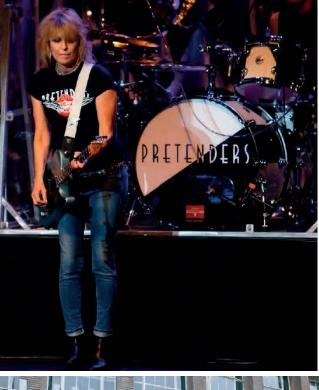
- Be a senior and influential part of the Development team, providing innovative strategies to drive income from trusts, foundations and statutory funders forward.
- Develop and execute a strategic fundraising plan to grow revenue from trusts and foundations, building on the organisation's current annual income of approximately £800,000 from these sources.
- Conduct prospect research to identify new funding opportunities aligned with the Liverpool Philharmonic's mission and programs.
- Play a key role in securing funds, managing relationships and reporting to our public funders, Arts Council England and Liverpool City Council, working closely alongside the executive team.
- Identify and secure public funding where appropriate through local, regional, national, and international funding routes.
- Craft compelling proposals, reports, and other materials that articulate the impact of Liverpool Philharmonic's work and make a persuasive case for support.
- Manage a portfolio of existing and prospective trust and foundation funders, cultivating strong relationships through exemplary stewardship and communication.
- Collaborate closely with the Director of Development and other colleagues to align fundraising efforts and ensure a cohesive donor experience.
- Represent Liverpool Philharmonic with professionalism and passion, serving as an ambassador for the organisation's transformative work through music.

Person Specification

The successful candidate must demonstrate the following;

- **Experience:** Minimum of 2 years of successful trust and foundation fundraising experience, with a track record of securing significant grants.
- **Knowledge**, **Skills and Abilities:** Exceptional written and verbal communication abilities, with a talent for crafting persuasive proposals and materials.
- Strong project management and organisational skills, with keen attention to detail.
- Proficiency in budget development, financial reporting, and data analysis.
- Genuine enthusiasm for music and an appreciation for Liverpool Philharmonic's artistic and community impact.
- Self-motivated, with the ability to work independently and manage multiple priorities.
- Collaborative team player with outstanding interpersonal skills.













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The work of Liverpool Philharmonic is supported by:





