

# NEVIS ENSEMBLE DEVELOPMENT MANAGER

Nevis Ensemble is currently seeking an individual to take on the role of Development Manager within the organisation.

*As with all arts organisations, 2020/21 has brought many challenges for Nevis Ensemble as the organisation adapts to life amid the pandemic - artistically, logistically and financially. Still a young organisation, Nevis is looking for an individual who can help the charity not only to survive, but thrive, as we go through an expanded level of activity in 2022 and beyond.*

Nevis Ensemble is different, and there's nothing else quite like us in Scotland. Our vision is simply that of *'music for everyone, everywhere'*.

Artistically-led by Holly Mathieson and Jonathan Hargreaves, in only three years, Nevis has given hundreds of orchestral performances to people across Scotland, from the schools, supermarkets and museums of Glasgow, Edinburgh and Aberdeen, to a farm in the Scottish Borders, the summit of Ben Nevis in the Highlands and all the way out to the remote archipelago of St Kilda. Concerts take place in venues as diverse as swimming pools and children's parks, to homeless centres, museums and train stations.

Running in parallel to a fast-and-furious performance schedule, are community-based projects focusing on creative participation. Partnerships with third-sector organisations are nurtured to ensure the most vulnerable and marginalised in our society have equitable access to the arts to share their stories and experiences.

Our musicians can take advantage of a training programme to hone their specialist skills in working with the very young, the very old, and those who face challenges in their lives, knowing that access to great live music provides a huge wealth of benefits, particularly to health and wellbeing, social cohesion, and the simple but powerful feeling of joy.

Removing barriers to accessing orchestral music means bringing it to where people are, and when they are there. Just think: 40 energetic

musicians run out of a bus, instruments in hand, and less than five minutes later the intrigued crowd hears something incredible and unexpected. Everyone leaves feeling uplifted and inspired, proud of the place to which they belong. Full-scale, orchestral performances with music of all genres; popping up and surprising commuters first thing in the morning; entertaining residents in oft-forgotten parts of the city; guerrilla-style appearances in swimming pools; generating large audiences in public spaces. Our approach to performing has seen us win at the Scottish Awards for New Music in 2019, 2020 and 2021, and shortlisted for the Classical:NEXT Innovation Award.

# Terms and Conditions

**Post:** Development Manager

**Reports to:** Chief Executive

**Hours:** 0.4 (Two days per week) with scope for increase.

**Salary:** £30,000 (£12,000 pro rata)

**Status:** Freelance. The successful candidate should be registered as self-employed. Nevis Ensemble is happy to discuss options for those who may prefer an employed role.

**Workplace:** Glasgow. Nevis Ensemble has an office at The Briggait available for use. Staff are currently working from home in line with Scottish Government guidelines. When office working returns, there are flexible options available and can be discussed, but the post holder may be asked to work from the office space if/when required.

**Application deadline:** Monday 13 September, 12pm

**Interviews:** Week beginning 20 September 2021

## How to apply

Please read through the role responsibilities and person specification in this document. Please also look at our website at:

[www.nevisensemble.org](http://www.nevisensemble.org) to see our work.

If you have a disability or long-term health condition that may make the recruitment process more challenging or prohibitive, please do get in touch with us at: [hello@nevisensemble.org](mailto:hello@nevisensemble.org) or call on 07957 417267 with any Access needs or requirements.

To apply, please send a **CV** and **covering letter** detailing why you are suitable for this role to [hello@nevisensemble.org](mailto:hello@nevisensemble.org) by **Monday 13 September 2021**.

If you are unable to submit an application by email, please give us a call on 07957 417267 to discuss other options. We can also accept audio or video applications, and any other format that might work best for you.

Interviews are likely to be held online (via Zoom) due to current Scottish Government guidelines. If access to a device or reliable internet

connection would be prohibitive to your applying for this position do get in touch at [hello@nevisensemble.org](mailto:hello@nevisensemble.org) and we will do our best to help.

We would also like to know if there are any other responsibilities or requirements that you may have (for example: childcare or any other Access needs) that will make it easier for you to take part in an interview. We are happy to accommodate these to the best of our ability and would encourage you to let us know when you apply.

## **About our Fundraising**

Delivering its first project in 2018, Nevis Ensemble is still a young organisation, but has a good track record of attracting support and funding from a variety of public and private sources. In 2022, the organisation will significantly increase its activity and we are expanding the staff team to help deliver our exciting programme of provision for early-career musicians and communities across Scotland.

As with many charities our fundraising activity has been affected by COVID-19, though we have been able to sustain a high level of activity throughout the pandemic.

We have a strong base of existing funders with high-quality relationships, but as we expand the need to diversify funding sources become more apparent, and our strategy includes seeking multi-year funding agreements, and increasing our Nevis Family of individual donors as key priorities.

As a new post, the Development Manager will have the ability to shape the strategic direction of the organisation's fundraising efforts, and we are seeking an individual who is ambitious and motivated to further the aims of one of Scotland's most exciting arts organisations.

Whilst this is currently a 0.4 (2 days per week) role, as the organisation develops there is scope for this to increase.

# Main purpose

To design and deliver a new Fundraising Strategy alongside the Chief Executive and Board of Trustees. Lead on Trusts and Foundations, and increase Individual Donor support through the Nevis Family.

## Specific Responsibilities

### Strategic and Financial Planning

- Work with the Chief Executive and Board of Trustees on a new Fundraising Strategy, that will feed into the Business Plan for 2022-27, and inform day-to-day fundraising activity.
- Identify new funding opportunities and partnerships to meet both the broad and specific needs of the charity
- Prepare reports on Fundraising efforts for the Board of Trustees, and the Finance & Risk Committee
- Monitor fundraising and how it relates to the delivery of Annual Budgets
- Commit to the aims and objectives of Nevis Ensemble and advocate for the importance of our work with all funders.

### • Trusts and Foundations

Research and develop potential trusts and foundation applications, creating a schedule of applications with key deadlines

- Write compelling, accurate and tailored applications which support Nevis Ensemble's organisational strategy and financial needs, while also meeting the needs and aspirations of funders
- Manage a portfolio of trusts and foundations, including key relationships with individuals, and fulfilling reporting requirements
- Maintain accurate records for grants and correspondence from trusts and foundations
- Compiling and writing reports to Funders with input from other staff.

### Individual Giving

- Renew the Nevis Family scheme to ensure it maintains relevance and stays attractive to donors
- Develop a strategy for Individual Giving as part of the wider Fundraising Strategy

- Grow the number of individuals who are part of the Nevis Family scheme and ensure that their experience is at the centre of their support
- Alongside the rest of the team, ensure excellent donor support, care and stewardship
- Work on Gift Aid claims
- Ensure accurate record keeping of donors and their support for the charity.

### **General duties**

- Ensure that all fundraising activity complies with legislation and statutory requirements, including GDPR and obligations to OSCR
- Contribute to the activities of the wider Nevis Ensemble team as necessary
- Adhere to and promote Nevis Ensemble's policy on the Promotion of Equality and Diversity
- Adhere to and promote Nevis Ensemble's policies on Safeguarding
- Recognise your important role as part of a small team and contribute to the positive working environment required in an organisation that requires close collaboration and supportive relationships between colleagues.

# Person Specification

We recognise that each person has a different path that presents differing opportunities and levels of experience, based on individual circumstances. The skills and experience outlined below should act as a guide rather than an exclusive checklist. Whilst we acknowledge the skills experienced fundraisers working in the arts have, we want to explicitly welcome applications from individuals who feel they would be suitable for the role, but have perhaps worked in other industries, taken career breaks, or feel they might not meet all of the skills or experience outlined below, but would be able to take on the responsibilities listed above.

Our one essential attribute is that you should be...

- Driven and passionate about fundraising for a young and dynamic music charity

Other attributes might be that you have...

- An interest in music
- An interest in community engagement in the arts
- A knowledge of the Scottish cultural sector and the funding landscape, particularly for Trusts and Foundations
- Around three years' experience in a fundraising or development role
- Experience of applying to Trusts and Foundations
- A track record of setting and meeting realistic fundraising targets
- Experience of setting and working with budgets
- Experience of writing reports for funders, incorporating evaluation and data
- Excellent attention to detail
- Ability to work strategically to identify partnerships and new opportunities
- Experience of working with individual donors to develop and maintain relationships
- Strong IT skills
- Working knowledge of GDPR