

DEVELOPMENT DIRECTOR
OXFORD INTERNATIONAL SONG FESTIVAL

"...everything from Monteverdi to Billie Eilish – but Art Song, in all its glory, remains at the Festival's heart"
The Observer

"...excellent and indispensable... the Festival brilliantly achieves its goal of making classical song feel exciting and even fun."
Daily Telegraph

"The exciting atmosphere is infectious and I always end up going to more events than first intended."
Audience member



WELCOME

Thank you for your interest in the Oxford International Song Festival, and our Development Director vacancy.

Our small Festival team is kind, friendly, supportive, hard-working, open-minded, and ambitious. We strive for excellence in our artistic programming, our educational work, our administrative processes, and the ways in which we welcome our audiences, take care of our artists, and nurture long-lasting relationships with our donors.

We are seeking a like-minded team member to join us in the central role of Development Director. We are looking for someone who will be a passionate advocate for Oxford Song, who will lead our fundraising strategy; foster and maintain excellent relationships with our donors; oversee our Trusts and Grants applications; ensure efficient management of our CRM software; and contribute to our happy team working environment.

KEY INFORMATION

POSITION	Development Director
REPORTS TO	Artistic Director and Director of Administration & Finance
MANAGES	Membership & Box Office Manager, Trusts & Grants Writer
KEY RELATIONSHIPS	Head of Marketing & Communications
CONTRACT	Full-time, Permanent
HOURS	It is envisaged that the role will be full time, 35 hours per week, though there may be some flexibility around this. The post-holder will also be expected to work additional hours during the Festival and for fundraising events.
SALARY	£46,000 - £54,000 pro rata, according to experience
ANNUAL LEAVE	20 days plus bank holidays pro rata
LOCATION	Our team works from home but meets in-person in Oxford about once a fortnight. During festivals, the team is resident in or near Oxford. Meetings with donors take place across the year, on average around once per week, in London, Oxford and sometimes further afield.
PURPOSE	To play a key role in Oxford Song's development, as a core member of the team; to manage fundraising through individual giving, growing our income in line with our ambitious future plans; to work closely with other members of the team, including our Trusts & Foundations writer, to ensure an integrated approach between fundraising, artistic plans and general strategy.

ABOUT US

Oxford International Song Festival was founded in 2002 to celebrate and rejuvenate classical song. The 2024 Festival included 70 events over 16 days (11-26 October) across 15 venues with c.200 artists and a total attendance of c.10,000. Our organisation was formerly known as Oxford Lieder, but in 2023 we rebranded to Oxford International Song Festival to better reflect the rich variety of our work.

The main focus of our activity each year is the Festival, which brings many of the world's leading singers and pianists to Oxford, as well as showcasing exciting emerging artists. Other events take place across the year, including our Spring Song Festival and recitals with partners around the country and internationally. Our dedicated Learning & Participation programme engages people of all ages and backgrounds in high-quality creative activity, including an extensive programme of workshops in local primary schools and a Young Artist Programme that offers training and performance opportunities to outstanding early-career professionals. We aim always to enrich people's experience of music and language, both through fruitful collaborations with other artistic institutions and through a wide-ranging series of study events, including talks, study days and symposia. In 2015, Oxford Song won a prestigious Royal Philharmonic Society Award, cited for its 'breadth, depth and audacity of programming,' and we were shortlisted again at the 2023 RPS Awards.

We pride ourselves in having close relationships with our dedicated supporters who share our passion for song and education and want to see Oxford Song thrive. In addition to nurturing our top-level donors through regular meetings, we arrange and invite our supporters to a number of special events throughout the year in unique venues in Oxford and London.

THE FUTURE OF OXFORD SONG

Oxford International Song Festival is on an upward trajectory and this is an exciting moment to join the team. Planning is now underway for the Schubert bicentenary in 2028, when the Festival will be at the forefront of global Schubert celebrations, and artistic plans for the interim years are already mapped out. 2028 will also be an important stepping stone to further expansion of our work as an international hub for excellence in song.

In 2026, the University of Oxford's Stephen A. Schwarzman Centre for the Humanities will open, giving the city a new 500-seat concert hall and other cultural spaces, and we are already fostering a close partnership with the Cultural Programme team who are overseeing this. As well as being an ideal recital venue for our leading international artists, the new Cultural Programme offers great opportunities for research-linked partnerships and performance.

Our audience development plan aims to bring an increasing number of international visitors to the Festival, capitalising on our unique artistic programme as well as the appeal of Oxford itself as an alluring destination. This in turn offers opportunities to expand our donor base, building on foundations already laid and an increasing number of supporters from the US in particular.

The new Development Director will play a pivotal role in developing and realising these aims and ambitions, and shaping a thriving future for Oxford Song.

ABOUT THIS ROLE

The main duties and responsibilities for the Development Director role are as follows:

INDIVIDUAL GIVING

- Maintain and build relationships with our donors, and identify new individuals who would like to see Oxford Song thrive
- Ensure that our top and potential donors are well looked after and researched, passing on key information to the Artistic Director and, where appropriate, arranging meetings between him and our donors
- Organise and co-host special donor events in unique venues
- Develop a clear understanding of Oxford Song's artistic vision and future plans, and ways in which individuals can choose to support different areas of our work
- Plan and help organise membership events for donors throughout the year
- Help establish a legacy giving scheme for Oxford Song
- Have overall responsibility for reaching individual giving targets
- You will be supported by the Membership & Box Office Manager and will work closely with them to ensure that data is accurately kept in our database in line with GDPR, and is harnessed to support our fundraising efforts

STRATEGIC PLANNING & REPORTING

- Develop a five-year Fundraising Strategy
- Set ambitious but achievable targets for each year, within the overall Oxford Song budget
- Contribute new ideas and find new opportunities for fundraising
- Produce quarterly fundraising updates for the Trustees
- Produce a fundraising report for the annual accounts, identifying strengths, weaknesses and areas for development in the Fundraising Strategy

TRUSTS AND GRANT-MAKING BODIES

- Liaise with the Trusts and Grants Writer to ensure a coordinated fundraising plan and targets, in keeping with the artistic vision for Oxford Song
- Proof and submit applications written by the Trusts and Grants Writer and be the point of contact for Trusts and Foundations

GENERAL

- Attend Team and Board meetings as required
- Be a passionate advocate at all times for Oxford International Song Festival
- You will have access to some confidential information and it is expected that this information will be treated with great care and sensitivity
- Adhere to all legal requirements relating to the General Data Protection Regulation (GDPR) as well as all other company policies and procedures
- Create a positive work environment, underpinned by the organisation's values

The list of responsibilities is not exhaustive and may be reviewed from time to time by the Trustees. The appointee may be required to perform duties outside of this as operationally required and at the discretion of the Board.

ABOUT YOU

We are looking for someone who:

- can foster excellent relationships with our donors
- is positive, proactive, hard-working, innovative and ambitious
- is numerate, analytical, organised and has attention to detail
- is friendly, approachable and collaborative
- happy working in a small but dedicated team
- happy to travel regularly when required for donor and team meetings

Essential Criteria:

- excellent interpersonal skills
- experience of developing positive relationships with donors
- proven success in securing major donations
- experience of prospective donor identification and initial approach
- outstanding communication skills, both spoken and written
- experience in handling CRM systems
- experience in budget management
- good attention to detail
- excellent personal organisation and time management
- experience of working efficiently and effectively on their own as well as in a team
- understands the arts sector

Desirable Criteria:

- experience of Spektrix
- knowledge of Oxford
- knowledge of classical music
- based in or near Oxford, or links to Oxford

HOW TO APPLY

Please send your CV and cover letter explaining why you want to work for Oxford Song and how you meet the person specification, to Taya Smith at taya@oxfordsong.org. When submitting your application to Taya, please indicate the following –

- your availability for first and second round interviews
- your potential start date

Closing date: Midday on Monday 13 January 2025

Interviews: First round interviews will be held online on Thursday 16 and Friday 17 January
Second round interviews will be held w/c 20 January

EQUAL OPPORTUNITIES

We strongly believe in equal opportunities for all, and we welcome job applications from people of all backgrounds. If you require any assistance in the recruitment process, please let us know by contacting taya@oxfordsong.org.