

DEVELOPMENT MANAGER

OXFORD SONG

“...excellent and indispensable...the Festival brilliantly achieves its goal of making classical song feel exciting and even fun.”

Daily Telegraph

“...everything from Monteverdi to Billie Eilish – but Art Song, in all its glory, remains at the Festival’s heart”

The Observer

WELCOME

Oxford Song celebrates classical song. Founded in 2002 by Artistic Director and pianist Sholto Kynoch, it is now known internationally for the Oxford International Song Festival, which presents more than 60 concerts, recitals, talks and events across Oxford each year.

We are a small, friendly and ambitious team. We care about the quality of our artistic programme, our work with schools and providing opportunities for young and emerging musicians as well as the warm welcome we give to our supporters and donors.

To support our ambitions, we are looking for an organised, thoughtful and ambitious individual with a practical understanding of fundraising to work with the Development Director, to manage a schedule of grant applications and reports, stewardship and events, as we build towards a major programme in 2028 marking the bicentenary of Schubert’s death.

The role covers trusts and foundations, fundraising administration, donor communications, research, supporter and VIP care, partnerships, events and reporting. It would suit someone with strong writing and organisational skills, excellent attention to detail, good judgement and an interest in developing their career in the arts, fundraising, and of working in a small arts charity.

POSITION	Development Manager (or Development Officer, depending on experience)
REPORTS TO	Development Director
KEY RELATIONSHIPS	Box Office Manager, Learning & Participation Coordinator, Head of Marketing and Communications, partner organisations, funders, supporters and VIP guests
CONTRACT	Part-time, permanent
HOURS	18 hours per week. Working days will be agreed with the successful candidate. We can offer some flexibility, although regular overlap with the Development Director and key team meetings will be important. There will be occasional evening or weekend work for events and the October Festival, with time off in lieu.
SALARY	Up to £35,000 per annum pro rata, (or according to experience).
ANNUAL LEAVE	25 days plus bank holidays pro rata.
LOCATION	The team works remotely, with in-person meetings in Oxford for events, team working days and in person during the Festival (to be agreed).
PURPOSE	To work closely with the Development Director and support key areas of Oxford Song's fundraising, including trusts and foundations, applications and reports, research, fundraising records, donor communications and stewardship. The successful candidate will manage the trusts and foundations application pipeline, drafting bespoke applications and reports; maintain accurate prospect records to support effective segmentation; develop new partnerships; steward donors and VIPs; identify opportunities to grow fundraising income and deepen supporter engagement.

ABOUT US

Oxford Song exists to celebrate, champion and advance classical song. Oxford Song brings world-class artists and audiences together through the Oxford International Song Festival, as well as bringing leading singers and pianists to Oxford, showcasing emerging artists, and programming concerts, masterclasses, talks, study events and creative collaborations.

We also present events throughout the year, including Spring Song and recitals with partners in the UK and internationally. Our Learning & Participation programme offers creative opportunities for people of different ages and backgrounds. This includes workshops in local primary schools and a Young Artist Programme for outstanding early-career musicians.

We aim to deepen people's experience of music and language through concerts, talks, study days, participation activity and partnerships with other organisations. Oxford Lieder won a Royal Philharmonic Society Award in 2015 for the 'breadth, depth and audacity' of its programming and was shortlisted again in 2023. The organisation is now known as Oxford Song.

In 2028, Oxford Song will present a major programme marking the bicentenary of Schubert's death. Delivering this ambition will require strong fundraising systems, clear communications and careful relationship-building with donors, funders, partners and supporters.

ABOUT THIS ROLE

This is a practical, hands-on development role in a small team with wide-ranging opportunities to develop new skills and gain experience of development and working in a growing arts organisation.

This role will work closely with the Development Director to make sure fundraising is well organised, professionally delivered to the highest standards and followed up by the appropriate team member. The postholder will play a key role in managing the funding pipeline, research, communications, partnerships and supporter activity needed for Oxford Song's plans through to 2028.

While we expect to appoint at Development Manager level, candidates should normally have at least two years' relevant fundraising experience, including ideally experience of trusts and foundations, donor stewardship or fundraising administration. We would also consider appointing a strong entry-level candidate at Development Officer level where they can demonstrate excellent writing, strong organisational skills, accuracy, the ability to manage competing deadlines and the confidence to take responsibility for their own workload.

We welcome applications from candidates with transferable experience from the arts, charity, education or other sectors, as well as those at an earlier stage of their fundraising career.

We also welcome applications from more experienced professionals returning to work, changing career, or looking to develop a career in fundraising or the arts.

We welcome applications from all backgrounds, and do not expect applicants to meet all desirable criteria. Candidates may have gained their experience through paid work, volunteering, study, or running projects and do not need to have followed a traditional fundraising career path or have direct experience or knowledge of music.

TRUSTS AND FOUNDATIONS

You will help Oxford Song maintain and grow income from trusts and foundations.

- With the support of the Development Director, establish and manage the trusts and foundations pipeline, including deadlines, reports, relationship-building and next steps
- Research trusts, foundations and public funders whose interests match Oxford Song's Festival, Young Artist Programme, schools work, commissions and 2028 plans
- Draft applications, letters of enquiry, reports and supporting documents
- Work with the Development Director to refresh and build strong cases for support and tailor them to different funders, building a bank of evidence, images and press for use in reporting and proposals
- Gather programme information, budgets, evaluation, audience data and case studies from colleagues
- Track restricted grants, funder conditions and reporting deadlines
- Prepare clear funder updates, acknowledgements and stewardship communications
- Keep accurate records of applications, decisions, reports and correspondence

ENGAGEMENT AND EVENTS

You will help deliver supporter events, Festival hospitality and donor and VIP activity.

- Build lists, track responses and coordinate event follow-up
- Draft, design and send invitations working with our external designer or Head of Marketing and Communications
- Prepare guest briefings, donor profiles and VIP information
- Help plan and deliver receptions, cultivation events and Festival hospitality at the highest level with support from the Festival team
- Attend selected supporter events and Festival receptions, including occasional evening or weekend activity, subject to availability and hours

DONOR STEWARDSHIP AND CULTIVATION

You will help Oxford Song build warm, thoughtful and lasting relationships with supporters, donors, funders, partners and VIP guests.

- Draft donor correspondence, renewal letters, tailored updates and thank-you messages for the Artistic Director, as directed by the Development Director
- Help plan regular and thoughtful communications with supporters, funders, partners and prospective donors
- Work with the Box Office Manager to ensure Passholders and Friends participate in the Festival through outreach and building relationships, where necessary providing cover and following up by phone
- Create the annual Impact Report, Song Post and support the design of major gift proposals
- Work with the Box Office Manager and Festival team to make sure donors, supporters and VIPs receive a warm welcome at events and are credited appropriately across our materials
- Support the Development Director with relationship-building and follow-up for prospects, donors, partners and major supporters

PARTNERSHIPS

You will support the Development Director build and make the most of Oxford Song's partnerships and key stakeholders.

- Prepare partnership proposals, briefings, updates and reports with the Development Director
- Work with colleagues to ensure partnership commitments including events and promotion are delivered well and on time
- Help connect partnership activity across fundraising, marketing, learning and participation, ticketing and events

ADMINISTRATION

You will help keep Oxford Song's fundraising administration accurate, timely and well organised.

- Work with the Box Office Manager to keep donor, member and supporter records accurate and up-to-date
- Record fundraising activity, prospect management, invitations, pledges and gifts accurately in Spektrix Opportunities
- Support membership administration when needed, including renewals, supporter notes, seat allocations and seat reservations, guest lists and follow-up actions
- Make sure gifts are acknowledged and donors and funders are thanked promptly at the appropriate level
- Prepare briefing notes, donor profiles and meeting papers for senior colleagues
- Prepare the Gift Aid report for submission

DATA, IMPACT AND REPORTING

You will help Oxford Song explain its work and impact clearly to funders, partners and supporters.

- Bring together data and evidence for applications, reports and partnership updates
- Maintain up-to-date organisational information, statistics, case studies and quotes
- Work with colleagues to gather evaluation from the Festival, Young Artist Programme and Schools activity
- Turn programme information into clear and engaging fundraising copy
- Help prepare reports for funders, donors, trustees and internal planning

GENERAL

- Be an enthusiastic advocate for Oxford Song and its work
- Work positively and collaboratively as part of a small, busy team
- Handle confidential information carefully and sensitively
- Follow GDPR, fundraising regulations and Oxford Song's policies and procedures
- Contribute to a supportive and respectful working environment
- Help colleagues with other tasks when needed and when workload allows
- These are the main responsibilities of the role. As Oxford Song is a small and developing organisation, the successful candidate will have opportunities to help shape the post over time.

ABOUT YOU

We are looking for someone who:

- is organised, accurate and attentive to detail
- writes clearly and can adapt their style for different audiences
- is comfortable managing deadlines, systems and information
- is proactive, calm, dependable and willing to learn
- understands that good fundraising depends on thoughtful relationships and reliable follow-up
- can work independently while staying connected to a small team
- is interested in the arts, education, charities or the role culture can play in people's lives
- brings good judgement, discretion and warmth to working relationships

ESSENTIAL CRITERIA

- Relevant experience gained through paid work, volunteering, study or another setting. This could include fundraising, administration, marketing, communications, research, organising events, customer service or relationship management
- Strong written communication skills and the ability to adapt tone for different audiences
- Excellent attention to detail and a commitment to accurate work
- Strong organisational skills and the ability to manage several deadlines
- Confidence working with budgets, figures and reports
- Good IT skills, including Microsoft Office and/or Google Workspace
- Experience of keeping information organised in spreadsheets, databases or other systems
- Good interpersonal skills and confidence communicating with different people
- Ability to work efficiently and independently in a remote-working environment
- Good judgement and a commitment to confidentiality and high standards of administration
- An interest in the arts, education or charity sector; knowledge of classical music is not required

DESIRABLE CRITERIA

- Experience of trusts and foundations fundraising or writing applications and reports, donor communications, supporter updates or other persuasive copy
- Experience in an arts, music, education, charity or cultural organisation
- Experience of Spektrix or another CRM or ticketing system
- Experience of tracking grants, budgets or reporting requirements
- Experience of research, including finding and assessing potential opportunities
- Experience of delivering partnerships, sponsorship or stakeholder relationships
- Experience of helping to organise events or welcome guests
- Knowledge of classical music or classical song
- Awareness of GDPR and good fundraising practice

HOW TO APPLY

Please send your CV and a cover letter by email to Alice Boff, Development Director (alice@oxfordsong.org), explaining why you would like to work for Oxford Song and how your skills and experience relate to the role.

If possible, please also tell us:

- your possible start date
- your preferred regular working days and hours
- where you are usually based and whether you can travel to Oxford

Closing date: 30 September at 5pm

Interviews: 1 or 2 October (online) with a second interview in person, date to be confirmed.

EQUAL OPPORTUNITIES

We welcome applications from people of all backgrounds and career paths, including graduates ready to take on responsibility and parents, carers or others returning to work after a career break. We value transferable skills and do not expect applicants to meet every desirable criterion. If you need any adjustments or support during the recruitment process, please let us know upon application.