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**Development Manager** (part time 0.4 FTE)

Bath Philharmonia is seeking a Development Manager (part time 0.4 FTE) to join our ambitious and growing team.

Bath Philharmonia is a professional orchestra, based in Bath and touring South West England. We reach over 12,000 people each year through a combination of concerts and projects in communities, with a specialism in working with young carers to help them build personal confidence and supportive relationships through making and performing their own music. Celebrating its 25th Anniversary in 2025 and winner of “Arts Organisation of the Year” at the Creative Bath Awards 2022, the orchestra has successfully navigated the last few years and is now on an exciting journey.

We are seeking a Development Manager who can creatively grow existing relationships, explore new partnership opportunities, prepare excellent written proposals and reports, and organise exceptional donor engagement events.

The successful candidate will be extremely self-motivated and have significant experience of fundraising in the arts or charitable sector.

The role is based at Bath Philharmonia’s office in Widcombe, Bath. There will be opportunities to attend and meet our beneficiaries at Bath Philharmonia’s concerts and Creative Learning projects to give you an understanding of the impact of our work.

Inclusion is at the heart of Bath Philharmonia and we are committed to creating a supportive, safe, non-discriminatory and welcoming environment for everyone that we work with. We seek to improve and respond to an informed awareness of diversity and advocate for positive representation of our diverse society. We particularly encourage applications from people who were young carers and/or people from communities experiencing racial inequality as these groups are currently under-represented in our workforce.

Bath Philharmonia is committed to safeguarding and protecting the children, young people and vulnerable adults that we work with and expects all staff, freelance musicians & music leaders and volunteers to share this commitment.

Bath Philharmonia strives to be an Equal Opportunities employer. If you have any access requirements or have any questions about access, please contact Simone Homes, General Manager ([simone@bathphil.co.uk](mailto:simone@bathphil.co.uk)).

**About the Job**

This is an excellent opportunity for a fundraiser with significant relationship management and administration skills to join our growing executive team. As a charity, Bath Philharmonia is reliant on generous donations from individuals, donations and project grants from trusts and foundations, corporate sponsorship and public funding. This is a new role that seeks to focus on emerging development opportunities whilst building on the executive team’s existing successes in securing funding.

**Key Aims**

* To devise a focussed fundraising and development strategy.
* To deliver the fundraising and development strategy and successfully raise funds for the charity.
* To raise funds and to secure and maintain a range of funding streams including corporate sponsorship, individual giving (including Bath Philharmonia Friends and Patrons scheme), trusts and foundations and events as well as supporting public funding bids.

**Person Specification:**

* At least 5 years’ experience of and a track record in fundraising across a range of funding sources
* Understanding and experience of fundraising and development in an arts organisation
* Knowledge of current opportunities in arts funding
* Excellent communication skills at all levels including liaising with high net worth individuals and partner organisations
* Experience of preparing proposals and writing funding reports
* Ability to champion Bath Philharmonia’s concerts and creative learning projects
* Knowledge and passion for orchestral music
* Commitment to equity, diversity and inclusion and safeguarding

**Outline of Terms and Conditions**

Role: Development Manager

Reports to: General Manager

**Contract**

* 12-month fixed term contract (initial appointment)
* Employee of Bath Philharmonia
* 3 month probationary period

**Hours**

* Part-time 0.4 FTE, 16 hours per week
* Normal office hours: Monday – Thursday between 9.30am and 5.30pm
* Will involve occasional evening and weekend work
* Bath Philharmonia operates a time off in lieu system for any overtime.

**Holidays**

* 28 days per year pro rata

**Salary**

* £30-35k pro rata depending on experience.

**Location**

* Bath Philharmonia office at Widcombe Institute, Bath, BA2 6AA
* Will occasionally be required to work at other locations and required to travel to those locations.

To apply, please email a cover letter that outlines your relevant experience and highlights why you are ideal for this role to [admin@bathphil.co.uk](mailto:admin@bathphil.co.uk). Please also attach your most recent CV. For an informal discussion ahead of applying, please contact Simone Homes, General Manager 07525 957720 or email simone@bathphil.co.uk

**Deadline for Application:** 5pm, Friday 10 February 2023

**Interview(s):** Week commencing 20 February 2023