



# ACADEMY OF ANCIENT MUSIC

## Head of Development

Starting salary	£40,000-£50,000pa, commensurate with experience
Reporting to	Chief Executive
Location	Cambridge, with frequent meetings and events in London. Flexible remote working considered for the right candidate.
Hours of work	9.00am–5.30pm Monday–Friday plus occasional attendance at concerts and meetings in the evening and at weekends. There is no paid overtime but time in lieu is given for days worked at weekends.
Holiday	28 days per year, taken in co-ordination with other members of staff, including public holidays, plus three days between Christmas and New Year.
Notice period	Three months after an initial six-month probationary period during which the notice period is one month on either side.

## Introducing the Academy of Ancient Music

'The Academy of Ancient Music confirmed their status as perhaps the finest period-instrument ensemble performing today...'*Opera Today*

'Blazing a trail followed by baroque ensembles everywhere.'*The Independent*

'Transmitting the kick of an energy drink...'*Financial Times*

The Academy of Ancient Music is an orchestra with a worldwide reputation for excellence in baroque and classical music. Using historically informed techniques, period-specific instruments and original sources, we bring music vividly to life in committed, vibrant performances.

Established in 1973 to make the first British recordings of orchestral works using original instruments, AAM has released more than 300 albums to date, collecting countless accolades including Classic BRIT, Gramophone and Edison awards. We now record on our own-label AAM Records and are proud to be the most listened-to period-instrument orchestra online, with over one million monthly listeners on streaming platforms.

Beyond the concert hall, AAM is committed to nurturing the audiences, artists and arts managers of the future through our innovative education initiative, AAMplify. Working in collaboration with tertiary institutions across the UK, we engage the next generation of period-instrumentalists with side-by-side sessions, masterclasses and other opportunities designed to bridge the gap from the conservatoire to the profession, safeguarding the future of historical performance.

AAM is Associate Ensemble at the Barbican Centre, London and the Teatro San Cassiano, Venice; Orchestra-in-Residence at the University of Cambridge, Milton Abbey International Summer Music Festival and The Apex, Bury St Edmunds, and tours extensively in the UK and internationally.

## Fundraising at the Academy of Ancient Music

Alongside artistic excellence, fundraising has been vital to AAM's success since it registered as a charity in 2000. The orchestra's financial strength stems from the ongoing generosity of an ever-expanding family of supporters who donated more than £430k last year to sustain AAM's work.

Overall, the orchestra is funded by a mixture of income generated by concerts in the UK and abroad, royalties and other residuals, Orchestra Tax Relief and a large group of private donors (individuals and trusts & foundations). AAM does not receive regular public funding, though the current season marks the beginning of a four-year collaboration with the Arts and Humanities Research Council which will have a significant impact on the core funding of the organisation, as well as our ability to deliver several extraordinary projects.

Individual giving at AAM is supported by three membership schemes: Academy, Associates and Friends. Together, these make up the orchestra's closest group of supporters. These individuals are at the heart of our work, and we are committed to developing deep and long-lasting relationships with them all. Alongside membership, the AAM Legacy Circle was established in 2013 to recognise AAM supporters who have informed us of their intention to remember the orchestra in their wills. Dame Emma Kirkby, one of AAM's most distinguished collaborators, is the Circle's Founder Patron. To date, the vast majority of individual giving has been from UK residents, though we plan to explore investment strategies in the coming years to increase our presence in North America, hopefully driving capacity for giving there.

AAM has an established track record of generous support from trusts & foundations, as well as from public funders. The orchestra was an Arts Council England National Portfolio Organisation from 2012-15 and has received numerous Grants for the Arts and other support from that funding body. Further, our current season is the first of four to be sponsored by the Arts and Humanities Research Council, a division of UK Research and Innovation.

Coming seasons will see continued expansion of our international touring work, delivery of several significant recorded, filmed and digital initiatives, and the further development of AAMplify Artists, our innovative side-by-side education scheme. As such, this position is a fantastic opportunity for a highly motivated, capable and experienced fundraiser to join our small management team at a pivotal moment and help drive the next chapter in AAM's already storied history. He or she will be well supported by the Board of Trustees, its Chair, the Chief Executive and the Development Board; as well as a Development & Events Co-ordinator, who provides excellent day-to-day departmental support.

## Specific responsibilities

- In conjunction with the Chief Executive, agree fundraising targets on an annual basis and track these quarterly through the Infoodle database.
- Work with the Chief Executive to develop AAM's fundraising strategy.
- Manage and develop the Academy and Associates schemes, including stewardship of existing supporters, overseeing administration of renewals and thank-you letters.
- Support the Development & Events Co-ordinator in the management and development of the Friends scheme.
- Work with the Development Board to cultivate and build relationships with new prospects
- Brief senior staff and trustees on potential prospects, setting up and attending meetings where necessary.
- Lead on fundraising campaigns from time to time as agreed with the Chief Executive, including the annual Big Give Christmas Challenge.
- Lead on designing an annual calendar of events for members and prospects, in conjunction with the Development Board.
- Support the Development & Events Co-ordinator in the delivery of the events programme.
- Manage AAM's Legacy Circle programme.
- Take responsibility for researching and writing trust & foundation applications for a range of projects. Manage relationships with trusts & foundations, including the sending of reports.
- Maintain oversight of the ticket booking service for Academy members for concerts in London and Cambridge, which is managed by the Development & Events Co-ordinator.
- Support the Development & Events Co-ordinator in the management, development and use of the Infoodle database, ensuring that the database meets organisational requirements.
- Maintain oversight of fundraising literature (impact report, website, donor letters), campaigns and regular communication with members (post and e-mail), supported by the Development & Events Co-ordinator.
- Ensure that donors' preferences for acknowledgement are respected.
- Contribute to the Gift Aid claims process (led by the Development & Events Co-ordinator) as appropriate.
- Service the needs of the Board and Development Board, writing accurate and informative reports.
- Attend AAM own promotion concerts, Academy, Associates and Friends events and project-related events.

## Person specification

### **Qualifications**

- A relevant degree or other qualification relevant to the post (specific fundraising qualifications an advantage).

### **Essential**

- At least three years' experience in a fundraising role comprising both work with individuals and trust & foundation support.
- Experience and proven success in securing gifts from individual donors, writing trust & foundation applications and supporting the planning and delivery of a range of donor events including drinks receptions, dinners and other fundraising events.

- Experience of working with databases to manage donor relationships and plan fundraising approaches/campaigns.
- Experience of and desire to be proactively 'out in the field', meeting with donors and prospects and generally serving as a strong advocate/ambassador for the organisation.
- A strong understanding of Gift Aid.
- A strong understanding of the principles of fundraising from companies and trusts & foundations.
- Excellent interpersonal skills with an ability to build long-term, positive relationships with existing and potential donors.
- Excellent communication skills with an ability to communicate to a diverse range of stakeholders in person and in writing.
- Self-motivated and able to design and structure one's own workflow/schedule.
- A keen eye for detail and excellence in all things.
- Strong organisational skills and the ability to plan well and prioritise workload.
- Highly motivated, proactive and able to work on one's own initiative.
- An ability to work under pressure and to deadlines.
- An ability to work successfully within a small team.
- A willingness and a desire to attend concerts and other evening and weekend events as required.

### **Desirable**

- Experience and knowledge of securing and stewarding corporate partners/donors.
- An understanding of specific concerns regarding orchestral fundraising.
- An understanding of donor schemes vis-à-vis VAT and Gift Aid.
- Experience of working with InFoodle.
- An interest in classical music (specific knowledge of historical performance, an advantage).

## How to apply

Applicants are invited to send a CV and covering letter addressed to John McMunn, Chief Executive, to [info@aam.co.uk](mailto:info@aam.co.uk) by 12.00pm on Friday 31 January 2025. Please include your current salary, notice period, the names of two referees and when they may be contacted during the application process. Best practice is for CVs not to exceed two sides of A4.

Initial interviews will be held in Cambridge the week commencing 3 February 2025. Unfortunately, we are unable to cover travel or any other expenses for interviews.

The Academy of Ancient Music strives to be an equal opportunities employer.