



Senior Manager, Trusts & Foundations

Application Pack

Play your part at the National Youth Orchestra

The National Youth Orchestra is the UK's leading organisation championing orchestral music as a powerful agent for teenage development. We are a welcoming community where every teenager can play their part in shaping their world through extraordinary music.

It's the greatest adventure a teenager can have in orchestral music where young people develop much more than musical skills.

Every year we welcome over 10,000 teenagers of all backgrounds and different levels of musical ability into a national community to play and share orchestral music. At the centre of the organisation, our Orchestra, known as NYO, is acclaimed internationally as 'the world's greatest orchestra of teenagers' for their dazzling performances. Each NYO musician also plays their part as a leader and role model, sharing music and skills through NYO Inspire and NYO Open programmes.

With music education all but disappearing in state schools, the free programmes provided by NYO are needed more than ever – to ensure all teenagers have the opportunity to develop their confidence and skills for life through sharing and playing music together. Joining the NYO community, they open up to new friends and possibilities. Stepping out to perform, they rise to new challenges. Sharing their passion with other young people, they learn to inspire and lead.

Our approach to fundraising

Fundraising at NYO is built around the strength of our relationships and the way our team works together. Our Individual Giving programme is developing a nationwide community of donors, alongside established relationships with major donors, trusts and foundations. Through our unique and powerful approach to stewardship and successful uplift and legacy strategies, we seek to deepen supporters' engagement over time. Colleagues work collaboratively across the team, sharing relationships, insight, stories and communications to make the most of every opportunity to connect people with NYO's mission.

The role

Trusts and foundations are a major source of income for NYO, contributing more than £600,000 annually. As NYO develops new programmes and seeks to create opportunities for many more teenagers across the UK, we have ambitious plans to increase investment in our work. As a growing organisation, we need to communicate new and evolving programmes with agility, articulating their potential clearly and building the support needed to make them possible.

This role is therefore about building from a position of strength: sustaining successful programmes, developing new relationships and securing investment in NYO's future.

The Senior Manager, Trusts & Foundations will take a leading role in retaining and growing this income, managing relationships with existing funders, developing new opportunities, and leading or contributing to significant and strategically important funding bids.

We are looking for an entrepreneurial and collaborative fundraiser who combines excellent writing and relationship-building skills with the strategic judgement to turn promising opportunities into long-term support. You will be confident interpreting complex information, identifying the most compelling case for investment, and bringing together colleagues from across NYO to secure funding for our work.

You will line manage and support the development of an experienced Trusts & Foundations Co-ordinator and play an active part in the Fundraising & Communications team, working collaboratively towards shared income goals.

Working at NYO

At the National Youth Orchestra, you'll join a values-led, mission-driven organisation where people care deeply about the impact of their work. Our staff team is supportive, friendly and ambitious, united by a shared belief in the potential of young people and the power of orchestral music.

NYO is a place where people are trusted to take responsibility, contribute ideas and work collaboratively. Colleagues describe a strong sense of community and shared purpose, with people pulling together to achieve things that are often much bigger than our size as an organisation would suggest.

Our offices near Holborn in central London are a lively base for collaboration, planning and creativity. Hybrid working is standard for most roles, supported by a flexible and trust-based culture. NYO is a busy and dynamic place to work, with a year-round rhythm of planning, delivery, reflection and development. We aim to support people to work flexibly and sustainably within that, recognising the commitment and energy our work requires.

Many roles involve being present at NYO activity across the country, helping to create extraordinary musical experiences with and for young people across the UK. The work is demanding, purposeful and rewarding, sustained by committed colleagues and a culture of care, trust and shared ambition.

We are committed to continuing to improve how we work as NYO grows, including how we support feedback, development, wellbeing and sustainable working practices.

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts, and a 24/7 counselling and support helpline.

Purpose of the role

Working closely with the Fundraising & Communications Director and colleagues across the organisation, the Senior Manager, Trusts & Foundations will take significant responsibility for NYO's Trusts & Foundations fundraising, building strong funder relationships and developing a pipeline of opportunities to retain and grow income.

Reports to: Fundraising & Communications Director

Line management: Trusts & Foundations Co-ordinator

Key relationships:

The role will build close working relationships across NYO, particularly with colleagues in Fundraising & Communications, Programmes and Finance & Operations and with members of the Senior Management Team.

Externally, the Senior Manager, Trusts & Foundations will develop relationships with trustees, foundation directors and grants managers, statutory funders, prospective supporters and other key stakeholders.

Key responsibilities

Portfolio and relationship management

- Manage a substantial portfolio of trust, foundation and statutory funders, taking responsibility for relationships from cultivation and application through to stewardship, reporting and renewal.
- Build strong and productive relationships with key funders, developing a detailed understanding of their interests and identifying opportunities to deepen their engagement with NYO.
- Develop tailored cultivation and stewardship plans for priority funders and prospects, with a strong focus on retention and the development of multi-year and increased-value support.
- Identify opportunities for senior colleagues, trustees and other appropriate ambassadors to strengthen funder relationships.
- Create meaningful opportunities for funders to experience NYO's work through concerts, projects, visits, meetings and events.
- Play a leading role in hosting trust and foundation representatives at concerts, receptions and project visits.

Applications and reporting

- Lead and contribute to the development and submission of compelling and ambitious funding applications, including high-value and strategically important bids.
- Develop persuasive cases for support that connect NYO's organisational ambitions and impact with the priorities and interests of individual funders.
- Gather and interpret complex information from across the organisation and turn this into clear, inspiring and evidence-led proposals and reports.
- Lead the preparation of high-quality reports to funders, communicating the impact of their support and the wider development of NYO's work.
- Work closely with the Finance team to develop accurate project budgets and financial reports.
- Work with Programmes and Communications colleagues to identify evidence, evaluation, stories, case studies and filmed content that demonstrate NYO's impact.
- Co-ordinate input from senior colleagues and other teams for major applications, ensuring submissions are strategically focused and delivered to deadline.

Prospect research and pipeline development

- Proactively identify and research prospective trusts, foundations and statutory funders, and develop connections with those that have the potential to make significant investments.
- Develop and maintain a strong pipeline of opportunities across different stages of cultivation and application.
- Strategically assess and prioritise prospects to build a balanced pipeline capable of delivering agreed income targets.
- Maintain up-to-date intelligence about developments within institutional philanthropy and the wider funding environment.

Strategy, planning and income management

- Contribute to the development and delivery of NYO's Trusts & Foundations fundraising strategy and annual income plans.
- Take responsibility for agreed income targets and contribute to the achievement of the Fundraising team's overall targets.
- Maintain accurate forecasts of expected trust and foundation income and provide regular updates on progress, opportunities and risks.
- Analyse performance across the portfolio, identifying trends and opportunities to improve retention, application success and income growth.
- Contribute insight from funders and the wider funding environment to organisational planning and the development of future projects.

Systems and grant management

- Maintain rigorous oversight of application and reporting deadlines, ensuring that all commitments to funders are delivered on time.
- Ensure Salesforce contains accurate and comprehensive records of funder relationships, applications, grants and communications.
- Ensure funding conditions, restrictions and reporting requirements are understood and communicated to relevant colleagues.
- Work with Finance and Programmes colleagues to monitor restricted funding and ensure grants are used and reported in accordance with funder requirements.
- Maintain high standards of data quality and fundraising compliance.

Working with the Fundraising & Communications team

- Line manage the Trusts & Foundations Co-ordinator, sharing expertise and good practice in trusts fundraising, proposal development and relationship management.
- Share intelligence, relationships and opportunities across fundraising disciplines where these could benefit NYO.
- Support wider team and organisational activity where required, particularly around major concerts, events and projects.
- Always adhere to NYO's fundraising processes, policies and procedures, maintaining excellent standards of record-keeping, confidentiality and supporter care.

Personal development

- Maintain an excellent understanding of current fundraising practice, philanthropy and the legal and regulatory environment relating to charitable fundraising.
- Actively contribute to a culture of learning, ambition and continuous improvement within the Fundraising team.

Person Specification

	Essential	Desirable
Personal attributes		
Entrepreneurial, proactive and strategically minded, with the judgement and persistence to identify and convert promising opportunities.	✓	
Highly organised and delivery-focused, combining careful attention to detail with effective prioritisation.	✓	
A collaborative and generous team member who contributes actively to shared goals and values the expertise and contribution of others.	✓	
Passion for championing teenagers and young people.	✓	
Embraces equity, diversity and inclusion, recognising the value of different perspectives and experiences.	✓	
An interest in orchestral music, music education and/or the arts.		✓
Experience (including through volunteering)		
Significant experience of successful trusts and foundations fundraising or comparable institutional fundraising.	✓	
A track record of developing successful funding applications, proposals and reports, bringing together programme, financial and impact information.	✓	
Experience of developing productive relationships with funders or other senior external stakeholders.	✓	
Experience of managing a portfolio or pipeline of funding opportunities across cultivation, application, stewardship, reporting and renewal.	✓	
Experience of working collaboratively across teams to develop opportunities and achieve shared goals.	✓	
Experience of using CRM systems to manage relationships and opportunities and maintain accurate fundraising records.	✓	
Experience of securing significant five- and/or six-figure grants.		✓
Experience of developing multi-year funding relationships.		✓
Experience of fundraising within the arts, youth, education or charitable sectors.		✓
Experience of line management, mentoring or supporting the professional development of others.		✓
Skills		
Excellent written communication and storytelling skills, with the ability to turn complex information into compelling, evidence-led cases for support, proposals and reports.	✓	
Excellent relationship-building and interpersonal skills, with the ability to establish credibility and engage effectively with senior stakeholders.	✓	
Strong collaborative and influencing skills, with the ability to work across an organisation and bring colleagues together around shared opportunities and goals.	✓	
Excellent research and analytical skills, with the ability to assess and prioritise opportunities and develop a purposeful fundraising pipeline.	✓	
The ability to interpret budgets and financial information and communicate these clearly and accurately to funders.	✓	
Excellent planning and project-management skills, with the ability to co-ordinate complex bids and deliver high-quality work against competing deadlines.	✓	
Sound judgement and the ability to take ownership of decisions and delivery, while recognising when collaboration or senior input will strengthen the outcome.	✓	
Knowledge of good practice and the legal and regulatory requirements relevant to charitable fundraising.	✓	
Knowledge of Salesforce.		✓

Terms and Conditions

Salary

£45,000 – £48,000 per annum
dependent on experience

Contract term

Permanent

Hours

Full-time (35 hours a week)

Annual Leave

27 days plus statutory bank holidays

Place of work

10 Great Turnstile, London, WC1V 7JU
Hybrid working policy is applicable

Probationary period

Six months

Notice period

Two months

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts and a 24/7 counselling and support helpline.

Most NYO projects take place during school holidays or at weekends and the role will be expected to attend some activities and events, which may include some overnight stays and occasional evening/weekend working. A TOIL policy is in place.

Equal Opportunities

NYO is an Equal Opportunities employer. Diversity and inclusion are at the heart of our work, and this extends to our recruitment practices. We want to ensure that no job applicant, employee or participant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities. All employees are required to comply with and actively promote this policy.

Safeguarding

NYO is committed to safeguarding and protecting the children and young people that we work with. We have a range of policies and procedures in place and aim to be a sector leader in good safeguarding practice. All employees, contractors, trustees and volunteers are committed to practices that establish and maintain an environment in which the welfare of the young person is paramount; ensure that policies and procedures protect young people from harm, and that all concerns and allegations of abuse will be taken seriously and responded to appropriately.

How to apply

To apply for the role, complete the online application form available at <https://www.nyo.org.uk/about/work-with-us>

The deadline for applications is 10 am on **Monday 21 September 2026**.

If you have any questions about the role, please contact recruitment@nyo.org.uk.