



SINFONIA SMITH SQUARE DEVELOPMENT MANAGER

Responsible to: Head of Development

Responsible for: Development Interns

Working with: Development Director, Fundraising Consultant, Trusts & Foundations Manager, Development & Communications Assistant.

Job type: Permanent, full-time post

Salary: £35,000 per annum

Location: London (UK) office based with some flexible working from home

INTRODUCTION AND BACKGROUND

Sinfonia Smith Square leads the way as a beacon for the future of classical music. Through our ambitious Fellowship programme, we support the musical careers of some of the brightest emerging talent from across the globe. Our home provides a stage for world-class artists and ensembles, a vital meeting place for the community, and a source of inspiration, bringing the joy of music to ever-wider audiences.

Sinfonia Smith Square Fellowship Programme

Founded in 2002, Sinfonia Smith Square (formerly Southbank Sinfonia) welcomes 34 talented musicians each year to form an orchestra. Through world-class collaborations, bold programming, and educational leadership projects, the programme intensifies their professional development and advances their musical careers. Players rehearse, perform, and tour together, forming vital connections with peers and partners. We experiment with concert formats, cross-genre collaboration, and empower our musicians to actively shape their year. Players learn from the best in the profession and in turn are inspirational role-models to their younger counterparts supporting a diverse musical talent pipeline, working with young people up to 18. With over 700 alumni in orchestras, as educators and in their own pioneering music ventures, the programme shapes classical musicians of the future, and through that the classical music world of the future.

Smith Square Hall

Smith Square Hall (previously St John's Smith Square) has been welcoming musicians and music lovers since its restoration as a concert hall in 1969. Set just a few hundred metres from the Houses of Parliament, our home is a Grade I listed 18th-century Baroque masterpiece famous for its outstanding acoustic, hosting a year-round programme of public and private orchestral concerts, festivals, filming, workshops, family events, jazz performances, and private functions. As a uniquely flexible London performance space it is somewhere in which artists can create singular projects not possible elsewhere and conjure special moments with audiences.

Smith Square Hall is not just a concert hall – it is the foundation for our future. Over the next few years, our newly merged organisation will be undertaking a Capital restoration that will create and improve welcoming and accessible spaces for world-class artists, performers, our orchestra and our audiences igniting a vibrant new era of artistic innovation and community connection.

DEVELOPMENT TEAM

Together with our Marketing colleagues, the Development team ensures that our supporters and audiences are at the heart of all that we do and that we never lose the personal touch. As a public facing team, we enjoy getting to know our audiences and spending time with our supporters, keeping them up to date with all that is going on in our diverse programme. Whether in person at concerts and member events, written correspondence or via our printed materials and digital media channels, we work hard to provide a window into the organisation and its activities both on and off the stage, helping our audiences to feel connected, motivated and involved in everything we do. We also work with Fellowship musicians to help them to develop important fundraising skills, that support our fundraising efforts and are so vital to their own future careers.

Since our merger in 2021 and rebrand to Sinfonia Smith Square in 2024, the organisation has entered an exciting period of change and growth, and it is essential that we inspire and take our supporters on this journey with us. Smith Square Hall has lived through a rich 300-year history, now home to an always-young, constantly refreshed orchestra and we are asking afresh how we reflect materially the bold, exploratory nature of the orchestra and the ways in which we entice more people through our doors. Central to this vision for the future is our 'Doors Open' Capital Project - a transformative capital undertaking beginning in 2027 and supported by the National Lottery Heritage Fund, to lovingly restore and enhance our Grade I listed home, now on Historic England's Heritage at Risk Register. Crucially, during closure for capital works (April 2027 to January 2029) our artistic programme and Fellowship will continue, creating opportunities to take our performances to other venues and spaces, and to work with underserved communities in London and nationwide.

During our major capital fundraising campaign, led by our Chair of Trustees, Founder Director and Development Director, it is essential that revenue funding is maintained and that supporters – historically from both Smith Square Hall and the Orchestra who are deeply connected to the organisation – feel vitally important to this process. We must ensure that our 'business as usual' activities not only continue, but thrive and evolve in this unique period of time, seizing on the many opportunities that it presents to widen our audiences and supporter base, whilst engaging and reassuring our existing supporters.

Taking on this role, you will play a key part in shaping our next chapter.

ROLE OVERVIEW

The **Development Manager** will be a vital new addition to the Development team, working closely with the Head of Development to ensure robust revenue fundraising to support Sinfonia Smith Square's Fellowship orchestra and our wider Artistic and Learning & Participation programmes. Expect a role that is varied and hands-on, working across individual giving, fundraising campaigns, event management and supporting all areas of revenue fundraising. You'll be part of a dedicated and interconnected staff team where each colleague plays a singular role, vital to the organisation, whilst also working collaboratively across multiple and concurrent projects.

You will actively contribute to our fundraising strategies, with responsibility for your own distinct areas alongside crucial operational support. This role offers a great opportunity for someone looking for their next fundraising step up in an organisation where you can continue to learn and develop, drive forward change and play an active part in a hugely exciting, transformational period. We anticipate that all roles in this small team may evolve over time, creating opportunities to take on new responsibilities within the scope and responsibility of the role, gain varied experience, develop new skills and have a valued voice within the organisation.

KEY RESPONSIBILITIES

Individual Giving

- Shape and build on our relaunched Friends Membership that brings together supporters of the building and the orchestra under one new scheme:
 - Devising an engaging programme of membership benefits and events.
 - Sending renewal reminders and processing membership renewals, including historic memberships renewing on the newly launched scheme.
 - Encouraging supporters to higher levels of giving.
 - Developing our Gift Membership offering, including how to promote and push this at key moments during the year.

(Individual Giving cont.)

- Work closely with the Head of Development to steward our Guernsey Bursary Consortium, including solicitation of donations, regular newsletters and occasional travel to Guernsey for concerts, private recitals and education activities with the Guernsey Music Service.
- Identify, research, cultivate, solicit, and steward a portfolio of individual donors, with a focus on mid-level prospects.
- Maintain and develop excellent relationships with existing supporters, stakeholders and partners, providing all donors with warm and personal connection to the organisation, including answering membership queries from Friends and Patrons over the phone or by email, timely thanking and acknowledging of donations, regular updates and ticket bookings (as appropriate).

Fundraising Campaigns and Appeals

Working with the Head of Development:

- Manage our annual Artistic Director's Appeal (direct mail, email, online, social media) developing compelling messages and materials for specific projects, initiatives or urgent needs.
- Manage our 'Big Give' appeals, including the Christmas Challenge and Arts for Impact, maximising the opportunity for matched fundraising.
- Segment donor and audience lists and tailor messaging for different groups.
- Track and analyse campaign performance, making adjustments in real time during campaigns and informing plans for future years.

Event Management

Working with the Head of Development:

- Coordinate Rush Hour Concert Front of House logistics.
- Plan and deliver fundraising events and supporter receptions in collaboration with the wider staff team including venue, catering and artistic planning.
- Manage event logistics and any sponsorship arrangements.
- Develop and track event budgets, guest invitations and RSVPs.
- Circulate guest lists and briefing notes to the staff team and Trustees.
- Co-ordinate post-event follow-up and donor next steps.

Anghiari Festival

- Support the Head of Development with all Anghiari Festival arrangements for donors and attendees, including event logistics, correspondence and RSVPs and being the first point of contact for Anghiari supporter enquires. Attend the Anghiari Festival in Tuscany, Italy, each July (ten days).

Corporate Relations

- Support Sinfonia Smith Square's corporate partnerships, working closely with fundraising and commercial team colleagues to identify new opportunities for corporate support (philanthropically and commercially)
- Assist the Development Director and Head of Development with the activation of sponsorship benefits, to include branding and advertising, ticketing, hospitality and regular flow of information to corporate sponsors.
- Support our in-kind sponsor relations, for example our wine sponsors, who are closely tied to our annual events programme.
- Work with the Orchestra team to fix musicians for corporate events, making sure they are fully prepared, thanked, paid, etc.

Database Management and Reporting

Supported by the Development & Communications Assistant and Finance Officer, you will be the fundraising team's 'gatekeeper' of our new CRM database (Spektrix), ensuring that we are maximising its functionality and putting efficient team practices in place:

- Work towards developing greater use of Spektrix within the team, attending training sessions and acting as an advocate internally for the system as the key tool for fundraising.

(Database Management and Reporting cont.)

- Maintaining accurate and comprehensive donor records, updating supporter records and development pipeline, recording applications, donations, memberships, prospects and events with input from all fundraising colleagues.
- Support the Development & Communications Assistant in generating monthly Gift Aid claims.
- Generate regular reports on fundraising progress, donor retention, and campaign performance.
- Using ticketing and donation data to help inform fundraising strategies and identify trends and prospects.
- Ensure data integrity and compliance with GDPR and Gift Aid regulations.

Development Communications

Supported by the Development & Communications Assistant you will:

- Collaborate with the Marketing & Communications team to develop compelling fundraising collateral, including brochures, impact reports, and website content.
- Contribute to donor communications including monthly e-newsletters.
- Contribute ideas and content for social media and other digital platforms to promote fundraising initiatives.
- Communicate regularly with the Box Office team to ensure the ticket allocation to members and donors is managed efficiently.

Other Duties

- Provide crucial operational support to the Head of Development for all revenue fundraising activities.
- Attend regular department meetings, team meetings, and other meetings as required.
- Represent Sinfonia Smith Square at industry meetings and networking where appropriate.
- Provide a front-of-house presence and advocate for the organisation at concerts and events.

PERSON SPECIFICATION

Sinfonia Smith Square is able to achieve all it does thanks to a dedicated, hard-working team. We are keen for individuals with a wide range of professional experiences and backgrounds to apply for this role and are happy to consider applicants without direct work experience of every element of the key responsibilities above. We ask that you have worked in fundraising with an orchestra, a venue, or another art form before, or that you bring a passion for music combined with development and charity experience elsewhere. What's crucial is that you're eager to think creatively and are excited to join us. You should know what it takes to work in a busy organisation, able to balance numerous priorities, and ready to embrace the many opportunities that come with being part of a small and busy Development team. We are looking for someone that will approach work with an open mind and a warm and friendly approach as we take the organisation through this extraordinary period of change, into a Capital Project, and set a course for the future.

There are a number of qualities we are looking for:

- Experience of fundraising in the arts in at least one previous role;
- A motivated and valued team member who can also work independently and achieve goals.
- A passion for and ability to articulate Sinfonia Smith Square's mission and impact effectively in verbal and written communication to diverse audiences across a range of media;
- Strong IT skills, including knowledge of CRM and ticket sales systems;
- Experience with online fundraising platforms;
- A confident networker and advocate able to engage warmly with donors, audience members, artists and staff;
- Ability to manage and prioritise a diverse and fast moving workload, anticipating and meeting deadlines as required;
- A meticulous eye for detail;
- Discretion and confidentiality across any work regarding sensitive personal and financial information;
- Ability and willingness to work weekends and evenings as appropriate;

TERMS OF EMPLOYMENT

- The role of Development Manager is offered on a full-time basis, 35 hours per week, with TOIL scheme for additional hours.
- Regular hours of work are Monday to Friday, 9.30am – 5.30pm, although flexibility and regular attendance will be required at evening and weekend concerts for which TOIL will be accrued.
- Annual leave is 25 days plus statutory bank holiday.
- Salary: £35,000 per annum. Sinfonia Smith Square operates an occupational pension scheme via NEST.
- Sinfonia Smith Square's base and offices are at Smith Square Hall, London, SW1P 3HA, with additional office space at 4 Millbank, London, SW1P 3JA. You may be asked to work in other locations from time to time as required, such as for our annual Anghiari Festival in Italy.
- The notice period is 2 months, following a 6-month probation period.
- There is a 20% discount in the Footstool Cafe and Bar at Smith Square Hall for staff members, and all staff are eligible for two complimentary tickets for all Sinfonia Smith Square Fellowship concerts that take place at Smith Square Hall.

EQUAL OPPORTUNITIES

As an equal opportunities' employer, Sinfonia Smith Square is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace, and we strongly encourage suitably qualified applicants from a wide range of backgrounds to apply for this position. We aim to operate an inclusive recruitment process; applications will be anonymised before being passed to the shortlisting panel. If you have any particular requirements, please let us know at any point during the process.

HOW TO APPLY

Please visit <https://www.sinfoniasmithsq.org.uk/our-story/jobs-listing/> for further details, to download the Job description and application form.

The closing date for applications is 12 noon on **Monday 8 September 2025**. To apply, you should email an application form and equal opportunities monitoring form (available on our website) to **Imogen Retey** (imogen@sinfoniasmithsquare.org.uk) by the closing date. Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place the week beginning **Monday 15 September 2025**. Please indicate in your application if you have any availability issues that week.

If you would like to find out more about the role or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Danielle Robson, Head of Development at danielle@sinfoniasmithsquare.org.uk

If you do not live or work in Greater London, Sinfonia Smith Square may contribute to travel expenses incurred in attending interviews provided this is requested and agreed in advance. In exceptional circumstances, initial interviews may be conducted by Microsoft Teams or Zoom. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that such a request will have no impact on the decision to invite you to interview.