

Olympias Music Foundation – Development Director Job Pack



Job title: Development Director

Location: Manchester & remote (minimum of 2 days in Manchester per month)

Contact: Permanent – full-time or part time

Salary: £38,000 to £42,000 pro rata dependent on experience

Summary

We are seeking an ambitious and dynamic Development Director to shape and pioneer the work of the [Olympias Music Foundation](#) (OMF) at this exciting point in the charity's growth. The role is flexible, and we are willing to discuss either full-time or part-time working from Manchester or remotely from other parts of the UK. We are a small but mission-driven team, and the successful candidate will work on the frontline of the OMF to bring music to communities and to manifest positive lasting change in the music sector in Manchester.

About us

[Olympias Music Foundation](#) is the only organisation in Manchester providing free, sustained, high-quality musical opportunities to those from low-income families and diverse backgrounds. Since 2015, we have delivered 12,000+ free music lessons to children in Manchester, engaging hundreds more children and adults through choirs, workshops, and performances. Our vision is that every child in Manchester has access to a high-quality music education and that, through our work, communities are supported and thriving.

OMF is led by a Chief Executive, with a Development Director and Programmes Coordinator, supported by a Programmes and Finance Administrator and up to 10 freelance teaching staff who deliver our music lessons and choirs.

We have ambitious plans – we aim to provide weekly lessons to 272 children by 2025 and, in doing so, significantly change the demographic make-up of performers and music audiences in Manchester over the next 10 years.

About the role

This is a new & pivotal role in the organisation that will be instrumental in shaping the future of the OMF, working alongside and reporting to the Chief Executive. They will be responsible for leading high level income generation from a range of sources in a strategic approach. The role will also support financial planning, demonstrating social impact and communications across OMF.

The role requires somebody with an entrepreneurial mindset with organisational development capabilities who is excellent at building partnerships and generating funding in the third sector. Musical experience isn't necessary – however, we are looking for someone who aligns with our values and can demonstrate that our mission resonates with them.



What does the day-to-day look like?

Fundraising

- Develop organisational strategy with Chief Executive
- Provide direction on income generation to secure the sustainability of the organisation
- Build funding streams
- Write proposals, funding bids & grant applications
- Build external partnerships
- Take accountability for financial targets

Communication strategy

- Oversee the development of communications strategy
- Produce impact reports
- Assist with the creation of promotional materials i.e., newsletters
- Acknowledge funders and donors

Finance & management

- Support with Chief Executive with financial planning
- Maintain records on key activities (donations, grants & progress reports)
- Develop internal systems
- Line management responsibility for Finance Administrator

What we are looking for in our candidate:

Essential:

- Minimum of 3 years' fundraising experience, with demonstrable success in securing higher level funding
- Experience in the third and/or cultural sector with several years in a management position
- Demonstrable understanding of funding streams in the cultural & charity sector
- Excellent written communication skills
- Interpersonal skills
- Ability to draft and present proposals
- Financial, governance and management experience in a senior role
- Ability to produce financial documents with accuracy
- Eligibility to work in the UK

Desirable:

- Experience of writing successful Arts Council England funding applications
- Knowledge of project management software & systems
- Knowledge of music in various styles, artists, music hubs, schools & educational stakeholders
- Driving license

Application process

Applicants should send the following documents to OMF's Chief Executive, Jo Yee Cheung, at joyee.cheung@olympiasmusicfoundation.com:

1. CV with referees
2. A statement of up to 1500 words which addresses why you wish to work with Olympias Music Foundation, your approach to development and fundraising and your relevant experience from previous positions.



We will ensure all qualified applicants receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We invite applicants to contact us directly to identify any additional support required. Candidates who are unable to apply online are encouraged to contact us directly for alternative ways to apply.

The deadline for applications is 5pm on Friday 14th October.