

≡ International ≡ OPERA AWARDS

Position: Head of Development

Hours: Part-time (flexible working considered)

Salary: commensurate with experience

Applications should be sent via email to: info@operaawards.org

Background:

Founded in 2012, the International Opera Awards is an annual celebration of excellence in opera around the world. The aims of the Awards are simple:

- To raise the profile of opera as an art form.
- To recognise and reward success in opera.
- To generate funds to provide bursaries for aspiring talent in opera from around the world.

Over the last six years the International Opera Awards has raised funds for the Opera Awards Foundation (registered charity number: 1151026) to support almost 100 bursaries for aspiring artists, including singers, directors, conductors, répétiteurs and accompanists.

An exceptional opportunity has now arisen for a talented entrepreneurial fundraiser to join the team at IOA. As Head of Development you will take ownership of all fundraising and sponsorship activity across IOA, building key relationships with our Opera Awards Foundation Patrons' Circle and support the delivery of our very own "Oscars-style" annual awards in London.

This is a perfect role for a hardworking, ambitious, driven networker who excels at managing multiple opportunities and wants to take a growing brand to international acclaim as we look to deliver an international programme over the next 3 years.

Responsibilities include:

- corporate sponsorship, advertising and individual support for the annual International Opera Awards, an "Oscars-style" ceremony held in a central London theatre in spring each year and a series of smaller events throughout the year at private homes, Embassies and other appropriate locations. Funding goal £90,000-£120,000 per annum.

- organising the annual Gala Dinner in the autumn, with 250-300 guests held at a prestigious central London venue, funds are raised via ticket sales and auctions. Funding goal £150,000-£200,000 per annum.

- the Opera Awards Foundation Patrons' Circle for individual donors, in particular converting event attendees into supporters. Funding goal £50,000 per annum.

In addition the role involves:

- spearheading the Advisory Council comprising corporate and high net worth supporters, including agendas, minutes, actions and collaborating on an individual basis.
- managing budgets, as directed by the CFO and contracts, including liaising with legal counsel
- providing reports to management including the Awards' founder, the Advisory Council, CFO and Trustees
- producing a portfolio of fundraising literature, including web content, sponsorship proposals and individual giving documents
- maintaining contact details of supporters and potential supporters, including past interaction

Future ambitions for the role include securing sponsorship and support to stage events internationally.

Person Specification:

Requirements:

- 3+ years experience in arts fundraising, raising funds through a variety of methods, including corporate sponsorship, advertising, fundraising events and individual giving
- a solid understanding of fundraising regulations, GDPR and Gift Aid
- experience handling budgets and contracts for a range of events and sponsorships
- track record of building effective relationships
- ability to collaborate with a range of organisations, including companies, suppliers, venues, Embassies
- experience working effectively with an Advisory Council or Trustee board to leverage their skills and networks
- able to work with the creative and production teams effectively, ensuring opportunities for branding, hospitality and artist interaction meet supporters' expectations
- excellent communication skills, both oral and written
- a self-starter able to seek out new opportunities and contribute to strategy with a proactive and agile working style
- a team player accustomed to taking on a variety of responsibilities to ensure the success of a small team

Desirable:

- existing contacts in the opera/classical music industry