



## Job Description

**Job title:** Development Officer  
**Responsible to:** Senior Development Manager  
**Location:** Chetham's School of Music

### Information about Chetham's

Founded in 1653, Chetham's Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

### Main Responsibilities and Duties:

#### Events

- Supporting the delivery of events to thank donors, such as:
  - Drinks receptions at high profile Chetham's School of Music concerts
  - Donor events at Chetham's venues
  - Bespoke, tailored visits for supporters to see the impact of their work
  - Cultivation events aimed at individuals and businesses
- Working with Stoller Hall and Library staff to ensure the smooth running of donor events.
- Coordinating guestlists, invitations, RSVPs, seating plans, event set-up and follow up.
- Liaising with Chetham's staff (inc. Library, Creative Engagement, Music staff) to facilitate bespoke supporter visits.

### **Supporter stewardship**

- Administration of Chetham's regular giving programmes and development income.
- Ensuring timely responses to thank donors.
- Coordinating bespoke reports for donors.
- Coordinating communications to supporters and alumni.
- Supporting delivery of stewardship plans for high level prospects and donors.

### **Supporter cultivation**

- Coordinating impact reports, newsletters and other communications.
- Supporting the delivery of campaigns to attract donations.
- Conducting research to find new prospects for Chetham's, including a new pipeline of corporate support.

### **Other**

- Managing records of donations, stewardship activity and supporter communications in Spektrix.
- Administering donor processes and income through Donor Debit and Goodbox donations portal.
- Liaising with Finance Team to accurately record income into the Development Team.

## **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct, and related documents (available at [www.chethams.com](http://www.chethams.com)) always. If, while carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name .....

Employee's Signature .....

Date .....

# Person Specification

## Essential

- 2 years+ experience in a development/fundraising focused role.
- Experience of events planning and delivery within a charitable organisation.
- Ability to write professionally and persuasively.
- Exceptional communication skills, both verbal and written.
- Highly personable with the ability to build relationships with a wide range of stakeholders
- Strong IT skills, experience using CRM systems and MS Office applications..
- Confident and able to represent the organisation in a professional manner.
- Flexibility to work evenings and weekends when required.
- Suitability to work with children.

## Desirable

- Knowledge of Spektrix CRM system.
- Understanding and/or appreciation of the arts, particularly classical music and heritage buildings.