

SINFONIA SMITH SQUARE
DEVELOPMENT MANAGER (MATERNITY COVER)

Responsible to: Capital Campaign Director
Responsible for: The post has no line management responsibilities
Working with: Development Team, Fundraising Consultant, Marketing & Communications Team, Commercial Team, Executive Team, Trustees and external partners.
Job type: Fixed-term, full-time maternity cover until December 2027 (part time will be considered)
Salary: £35,000 per annum (Pro Rata for part time)
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. Founded in 2002, Sinfonia Smith Square 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. With over 700 alumni now working in orchestras, as educators and in their own pioneering music ventures, the Fellowship helps shape the classical musicians and musical landscape of the future.

Smith Square Hall, our Grade I listed Baroque home in Westminster, has welcomed musicians and music lovers since its restoration as a concert hall in 1969. It is a unique London performance space, renowned for its outstanding acoustic and its ability to bring artists and audiences together.

We are now embarking on an exciting new chapter through our **Doors Open Capital Campaign**, a transformative project to restore and enhance Smith Square Hall, creating welcoming and accessible spaces for artists, our orchestra, audiences and the wider community. During the period of restoration, our orchestra, Fellowship and artistic and learning programmes will continue, taking our work beyond Smith Square and reaching new audiences and communities.

This is an exciting time to join Sinfonia Smith Square and play a part in supporting our ambitions, strengthening our relationships with supporters and partners, and helping to secure the organisation's future.

ROLE OVERVIEW

The **Development Manager (maternity cover)** is an important role within Sinfonia Smith Square's Development team, with particular responsibility for developing and managing corporate relationships and partnerships, alongside supporting the successful delivery of the organisation's wider fundraising programme. Working closely with the Capital Campaign Director and the Development team, you will help identify, develop and steward corporate supporters, sponsors and commercial partners, ensuring that relationships are

carefully managed and that agreed benefits and opportunities are delivered to a high standard. Alongside this principal focus, you will play an active role across the Development team's activities, supporting individual giving, annual fundraising appeals, fundraising concerts and events, donor stewardship and database management. You will help ensure that our fundraising activities are well coordinated, our supporters feel valued and our systems and processes are effective.

The postholder will be organised, proactive and relationship-focused, with excellent communication skills and the ability to manage competing priorities. They will enjoy working collaboratively, be confident engaging with external stakeholders and have a genuine enthusiasm for music, the arts and the opportunities that philanthropy and corporate partnerships can create.

KEY RESPONSIBILITIES

Corporate Relations and Partnerships – Principal Responsibility

- Support the development and delivery of Sinfonia Smith Square's corporate fundraising and partnership strategy.
- Research, identify and develop relationships with prospective corporate supporters, sponsors and business partners.
- Help cultivate and steward existing corporate relationships, ensuring that partners feel connected to the organisation and understand the impact of their support.
- Prepare corporate proposals, partnership presentations and sponsorship opportunities, tailoring approaches to prospective partners and their interests.
- Manage the delivery and activation of agreed corporate sponsorship benefits, including branding, advertising, ticketing, hospitality, invitations and regular communications.
- Coordinate corporate hospitality and engagement opportunities at concerts, receptions and special events.
- Support the management of in-kind sponsorship relationships, including partners connected to our events and artistic programme.
- Work with colleagues across the organisation to identify opportunities for corporate engagement, including performances, private events, educational initiatives and community partnerships.
- Ensure that corporate partners are appropriately acknowledged, thanked and stewarded, maintaining accurate records of all interactions and commitments.
- Work with the wider team to identify opportunities to grow and diversify our corporate supporter base.

Annual Giving, Fundraising Appeals and Campaigns

- Support the planning and delivery of the organisation's already established annual fundraising programme, including Friends and Patrons, Bursary Sponsorship and individual giving.
- Play an active role in the delivery of annual fundraising appeals, including the Artistic Director's Appeal, festival appeals, seasonal appeals and other targeted fundraising initiatives as directed.
- Support fundraising campaigns linked to concerts and artistic activity, working closely with the orchestra, artistic and marketing teams to develop compelling fundraising messages and opportunities.
- Coordinate fundraising materials, communications and campaign administration across digital, print and concert-based activities.
- Support the delivery of matched funding appeals, including Big Give campaigns and other fundraising initiatives.
- Help identify opportunities to engage audiences and concertgoers in supporting the organisation, encouraging new donors and developing existing relationships.
- Monitor campaign responses and fundraising activity, maintaining accurate records and supporting the evaluation of campaign performance.

Events and Supporter Engagement

- Support the planning, coordination and delivery of fundraising events, donor receptions, corporate hospitality and supporter gatherings.
- Assist with event logistics, including invitations, guest lists, RSVPs, seating plans, catering, briefing notes and event budgets.
- Work collaboratively with colleagues across the organisation to ensure that events provide a welcoming and engaging experience for supporters.
- Support fundraising and stewardship activity around concerts, including Rush Hour Concerts, festivals and special performances.

- Coordinate post-event follow-up, thanking and ongoing supporter engagement, ensuring that opportunities to develop relationships are not missed.
- Provide a welcoming front-of-house presence at concerts and events, representing Sinfonia Smith Square to supporters and audiences.

Database Management and Development Administration

- Support the effective management and use of the organisation's CRM database, Spektrix, ensuring supporter records are accurate, comprehensive and up to date.
- Maintain corporate, individual and organisational supporter records, recording donations, sponsorship commitments, interactions, event attendance and relevant correspondence.
- Support the team in maintaining prospect pipelines, fundraising trackers and reporting information.
- Assist with the preparation of regular fundraising reports, monitoring income, campaign activity and supporter engagement.
- Support the administration of Gift Aid claims and associated fundraising processes.
- Ensure that all fundraising data and records are managed appropriately and in accordance with GDPR, Gift Aid regulations and organisational procedures.
- Identify opportunities to improve database practices, data capture and reporting across the Development team.

Capital Campaign Support

- Where required, support Sinfonia Smith Square's ambitious Doors Open Capital Campaign, including the Capital Campaign Director and Chair of the Development Committee.
- Assist with corporate and philanthropic engagement opportunities associated with the campaign, including research, prospect information, communications and supporter stewardship.
- Support campaign events and activities, helping to ensure that existing and prospective supporters remain engaged with the organisation's vision.
- Contribute to the effective coordination of campaign information, records and reporting as required.

Teamwork and Wider Development Support

- Work collaboratively with colleagues across the Development, Marketing & Communications, Artistic and Commercial teams to ensure a coordinated approach to fundraising and supporter engagement.
- Provide practical support across the full range of Development activities, responding flexibly to changing priorities and the needs of the team.
- Contribute ideas and suggestions to help strengthen fundraising activity, improve supporter engagement and develop new opportunities for income generation.
- Attend regular Development team meetings and other meetings as required.
- Represent Sinfonia Smith Square professionally at concerts, events and external meetings.
- Undertake any other duties which may reasonably be required within the scope of the role.

PERSON SPECIFICATION

Essential experience and skills

- Experience working within a fundraising, development, corporate partnerships or relationship management environment.
- Experience of developing and maintaining strong relationships with external stakeholders, partners or supporters.
- Excellent written and verbal communication skills, with the ability to produce professional correspondence, proposals and presentations.
- Strong organisational skills and the ability to manage multiple projects and competing deadlines.
- Experience supporting fundraising appeals, campaigns, events or income-generating activities.
- Good administrative and data management skills, with strong attention to detail.
- Confidence working with databases and CRM systems, ideally Spektrix or a similar fundraising database.
- A proactive, collaborative and flexible approach, with the ability to work independently and as part of a small team.
- A genuine interest in music, the arts and the work of Sinfonia Smith Square.

An exciting opportunity to gain capital campaign experience
Previous experience of working on a major capital campaign is desirable but absolutely not essential. For someone who is interested in developing their fundraising experience and broadening their understanding of major philanthropic and corporate partnerships, this is an exciting opportunity to join an organisation currently undertaking an ambitious capital campaign. The postholder will have the opportunity to work alongside experienced colleagues and gain valuable insight into the delivery of a significant fundraising programme.

TERMS OF EMPLOYMENT

- Fixed-term, full-time maternity cover contract until December 2027.
- 35 hours per week, Monday to Friday, with flexibility required for occasional evening and weekend concerts and events. Time off in lieu (TOIL) will be accrued for additional hours worked.
- Annual leave: 25 days plus statutory bank holidays.
- Salary: £35,000.
- Pension: Sinfonia Smith Square operates an occupational pension scheme via NEST.
- Location: Sinfonia Smith Square, Smith Square Hall, London SW1P 3HA, with some flexible working from home.
- The postholder will occasionally be required to work at other venues and locations in connection with the organisation's activities.
- The notice period is 3 months, following a 6-month probation period.
- There is a 50% 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 **Wednesday 25 November 2026**. 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 30 November 2026**. Please indicate in your application if you have any availability issues that week. Second interviews if required will take place the week beginning Monday 7 December.

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-Lodge, 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.