



DEVELOPMENT ADMINISTRATOR JOB DESCRIPTION AND PERSON SPECIFICATION

OVERVIEW

Founded in 1876, The Bach Choir is recognised as one of the world's leading choruses, building upon a tradition that combines musical excellence with creativity and innovation.

www.thebachchoir.org.uk

The Bach Choir staff currently includes a General Manager, a part-time Outreach administrator, and a part-time Trusts and Foundations Manager. Volunteer singing members undertake various important additional roles.

The Bach Choir's Development Programme is in its early stages. A committed Development Board has been running for just over a year, a planned giving programme has resulted in a large increase in the number of legators and the formation of the 1876 Society, a new CRM is in the process of being installed, and an annual giving programme is being launched early in 2019.

We are now seeking a full-time Development Administrator to undertake a variety of tasks including providing support to the Development Board, maintaining the CRM system, organising donor events, and helping to implement ways to improve engagement with current and prospective donors. This is an exciting opportunity for the successful candidate to work with a high-profile musical organisation and to play a part in shaping the Choir's future development strategy.

JOB DESCRIPTION

The Development Administrator will:

- Provide administrative support to the Development Board, attending and minuting meetings in London when required, and providing day-to-day support from home by telephone / email;
- Liaise frequently with, and provide information and support to, the Development Board Chair, the Chair of the Board of Trustees, the Choir's General Manager and the Working Group;
- Maintain the new CRM system (ThankQ), ensuring that records are accurately maintained and up to date, fund-raising income is monitored, and supporter acknowledgements correctly fulfilled;
- Be the primary point of contact for members of our various donor programmes including the Circles, and the 1876 Society, organising and supporting events as required, and maintaining accurate records of donations and membership;
- Assist with the implementation of ways to improve engagement with current and prospective donors;
- Maintain the Development pages on both the public and members' websites;
- Provide data on the Choir's Development work to the Trusts and Foundations Manager as required;
- Assist with the creation of suitable and realistic budgets for Development activities, receiving and approving invoices from professionals for payment;
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the Chair of the Board of Trustees or the Chair of the Development Board.

The Development Administrator will report to the Chair of the Board of Trustees and will work closely with the Chair of the Development Board.

PERSON SPECIFICATION

The Development Administrator will have:

- excellent verbal and written communication skills and the ability to develop and maintain good relationships;
- excellent organisational ability and attention to detail;
- the ability to prioritise effectively and to meet deadlines;
- a personable manner, with the confidence to interact with a range of stakeholders and senior volunteers;
- excellent MS Office skills and the ability and willingness to learn to use ThankQ CRM;
- an interest in choral music.

HOURS/SALARY

The Development Administrator will be a full-time employee of The Bach Choir. This is a home-based role, but frequent attendance at meetings, rehearsals, and events in London and occasionally elsewhere will be required, for which appropriate travel expenses will be paid from within the London transport area. Salary: £21,000 pa.