



The
Yehudi
Menuhin
School

INTERIM TRUSTS AND FOUNDATIONS MANAGER

Candidate Information Pack



Closing date for applications:

No closing date until a suitable candidate is found

(We reserve the right to close this vacancy early should a suitable candidate be found.)

A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the School provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 80 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano and classical guitar. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

Purpose of the role:

This role is a fantastic opportunity for an experienced Trusts and Foundations Manager to have a significant impact on the lives of our current and future pupils. The Yehudi Menuhin School operates a needs-blind admissions process, and we remain determined that no pupil should ever turn down a place at YMS due to a lack of funding. More than 90% of pupils need help to take up their place, and grants from trusts and foundations are a vital source of income for our Bursary Fund, as well as a range of other projects and activities that are of direct benefit to our pupils.

You will join the Development team at an exciting time for the School. Under new leadership, the School has recently published an exciting strategic plan, 21st Century Musicians, for the period 2022-2027, which includes several exciting new initiatives for the School to roll out over the next five to ten years. The strategic plan provides a strong case for support to underpin all fundraising activities and will allow us to reach out to new donors, as well as continuing to engage our loyal body of current supporters, including several highly engaged grant-making trusts and foundations.

You will build on an existing portfolio of organisations that donate between four and six-figures and will work to an initial personal target of circa £700,000 per year from Trusts and Foundations. Your ability to develop significant, multi-year relationships with new trusts and foundations will be critical to your success. The School has also in recent years secured a grant from the DCMS Culture Recovery Fund, managed by the Arts Council, opening the door to possible future funding from statutory sources, which would also fall under your responsibility. This is a key role in making The Yehudi Menuhin School's strategic priorities a reality on the ground. You will need to be proactive, enterprising and systematic in approaching funders, and be able to engage and manage internal stakeholders.

Key points about the role:

Contract type:

Interim/Consultancy, Part-Time (0.8 FTE). Some flexibility will be required to attend evening and weekend concerts and events at YMS and in London.

Reporting to:

Director of Development and External Relations

Key Relationships:

- Head of Individual Giving
- Head of Marketing and Communications
- Marketing and Communications Assistant
- Administrator: Fundraising and Events
- Bursary team
- Music Department

Start date:

ASAP

Hours:

Mon-Thurs 9.00-5.30pm (flexibility of working evenings/weekends when required)

Probation Period:

3 months

Holidays:

Holiday entitlement only applicable for contract and permanent staff only

Pension:

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%. Applicable to permanent and contract employees only.

Salary:

£38,000 per annum (pro rata) depending on experience.

Day rate for an experienced consultant also considered.

Location:

Stoke D'Abernon Cobham, Surrey, UK - remote working available

Other Benefits:

- Free School lunch during term times
- Free parking
- Use of the School's swimming pool when available
- Free lunchtime concerts
- Discounted tickets to other school events
- 24/7 access to DAS counselling services
- Life Assurance

Key Duties & Responsibilities

To support the achievement of The Yehudi Menuhin School's strategic goals by generating income from trusts and foundations of a wide range of sizes and interests, as well as statutory funders, meeting agreed financial targets.

Fundraising

- Proactively research new trusts and analyse their giving potential and funding priorities and fulfil due diligence requirements.
- Identify and secure future funding opportunities for the School's future capital plans.
- Identify future funding opportunities including from statutory sources (e.g., Arts Council, Surrey County Council).
- Identify prospects who may have links to YMS staff and Governors and engage colleagues to maximise opportunities.
- Prioritise your approaches in terms of potential value, likelihood of success, and engagement stage, in order to have an active pipeline of prospective funders.
- Liaise directly with key contacts in trusts, foundations and grant-making bodies to establish important dates and criteria in order to strengthen applications.
- Implement all agreed actions with these trusts, including writing and submitting proposals, reports, and other relevant information.
- Setting up and attending meetings and project visits, briefing and debriefing colleagues as necessary.
- Obtaining information and consents from relevant YMS staff, finance colleagues and senior management.
- Ensure invitations are issued to appropriate YMS events.

Donor Stewardship and Development

- Manage The Yehudi Menuhin School's relationships with a portfolio of existing Trusts and Foundations, whose grants range from 4 to 6-figures.
- Create and regularly review tailored development plans for each allocated trust, identifying and analysing key information to inform actions aimed at maintaining or increasing these trusts' support.



- Monitor restricted spend alongside colleagues in the finance team and project leaders, to ensure all trust and foundation funds are spent in accordance with the terms of the grant.
- Ensure all trusts and foundations are properly acknowledged in the School's marketing materials (including online), in line with their individual requirements.

Proposal Writing and Case for Support Development

- Identify fundable elements of YMS's work; source and collate information on this work; and package and present it in formats which are suitable for a range of current funders and new prospects.
- Liaise with relevant colleagues within YMS on the development of new projects, identify potential trust and foundation funders for proposed new work.
- Draft and project manage the coordination of large-scale applications to large-scale institutional funders for new projects.

Planning and Reporting

- Develop and monitor income and activity plans for donors and projects.
- Meet agreed financial targets and other KPIs.
- Maintain accurate and complete records of donor details and communications on YMS' fundraising database (Spektrix).
- Contribute to annual target and budget setting.
- Provide written and oral updates on current progress and pipelines to the School's Development Committee on a termly basis.

Pupil Opportunity Fund

- Act as Secretary and Administrator of the School's Pupil Opportunity Fund, liaising with the Director of Music, Bursary team and other colleagues to process and assess applications from pupils.
- Provide bespoke reports to donors supporting the Fund as required.

General Responsibilities

- Understand and support the mission and strategic aims of The Yehudi Menuhin School.
- Contribute to the development of the overall fundraising strategy for The Yehudi Menuhin School.
- Be aware of and abide by all Yehudi Menuhin School policies and procedures.
- Ensure compliance at all times with the Fundraising Regulator's Code of Fundraising Practice.
- Take appropriate responsibility for records held, created or used as part of your work for The Yehudi Menuhin School (paper-based and electronic), as per the Data Protection Act 2018 and other relevant legislation and regulations, including GDPR and PECR.
- Undertake other duties as may be reasonably requested of your post.

Please note:

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time, which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

Person Specification

- An excellent writer, experienced at telling engaging stories and building persuasive cases for support.
- Driven and highly self-motivated, you will have a proven track record of securing significant grants (five figures and above) and experience of working with a range of trusts and foundations, including large institutional funders.
- Enjoy working autonomously while still forming part of a highly supportive team, and showing creativity, flair and tenacity in reaching your targets.
- Have the ability to communicate complex messages to a wide-ranging audience, and an exceptional eye for detail are all essential.
- Be comfortable working with a range of internal and external stakeholders and will excel at building relationships.
- Have an ambitious and confident approach, combined with sensitivity and the ability to quickly gain the respect of others, will be critical to your success in this role.
- Be supported by an experienced Development Director and a highly engaged School Leadership Team and Governing Board.

Below are the specific skills, experience, knowledge and qualifications that will help you to succeed in the role, alongside key personal attributes.

Skills, Experience and Knowledge

- Substantial, demonstrable experience as a Trusts and Foundations fundraiser, preferably in the cultural or education sector, securing 5 and 6-figure grants.
- Demonstrable experience of the whole cycle of T&F fundraising, from initial prospect research through to generating meetings and securing income to achieve targets.
- Exceptional copy-writing skills and the ability to convey a case for support in a way that maximises success.
- Strong presentation skills and the ability to communicate orally to a wide range of audiences with confidence.
- Experience initiating, developing and managing long-term relationships with funders to maximise engagement with the charity's mission and strategic priorities.
- Knowledge of and adherence to the Fundraising Regulator's Code of Fundraising Practice.
- Understanding of relevant data legislation including the Data Protection Act 1988, GDPR and PECR.
- Experience and proficiency using a CRM database (preferably Spektrix).
- IT literate with experience of using Microsoft programmes.
- Strong financial acumen and experience of working with budgets.
- Knowledge of key funders in the cultural and/or education sectors.

Qualifications

- Qualification in fundraising or marketing-related discipline preferred.

Personal Attributes

- Highly self-motivated and able to work autonomously, using your own initiative.
- Exceptional organisational and administrative skills with the ability to prioritise workload.
- Attention to detail and an unwavering commitment to ensuring the highest standards across all areas of work.

- Excellent interpersonal skills with proven ability to work collaboratively.
- Tactful and able to communicate effectively at all levels in a complex environment.
- Positive “can do” attitude and the willingness to support others where needed.
- Willingness to work occasional evenings and weekends, if required.
- Demonstrable enthusiasm about the mission and ethos of The Yehudi Menuhin School and the importance of a thriving cultural sector.
- Able to find pragmatic solutions, seek improvements and adapt to changing situations.

The successful candidate will:	Essential	Desirable
Enhanced DBS check		
UK right to work check		
UK and EEA prohibited list checks		
Satisfactory references		
Medical declaration		
Verification of qualifications		
Maths & English GCSE or equivalent		
First Aid at Work		
A clean driving licence		
Qualification in fundraising or marketing-related discipline		

Shortlisted candidates will be assessed using:

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario based activity

How to apply

To discuss the role informally, please contact Gerald Carew, Director of Development & External Relations at gerald.carew@menuhinschool.co.uk.

Click [here](#) to fill out our [application form](#) if you feel you are a suitable candidate and are interested in applying.

Closing date for applications is ongoing.

Interviews to take place will be confirmed.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Mr Ben Gudgeon. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sectors of the community.



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 The Yehudi Menuhin School

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