

PHILANTHROPY OFFICER
Candidate Information Pack



Closing date for applications:
Sunday 14 April 2024

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

A welcome from the Interim Headmaster

Thank you for expressing an interest in this role. I hope you find this document informative, and it explains everything you need to know with regards to working at our very special school and 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, however 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.

Robin Harskin
Head

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 90 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano, and classical guitar, harp and composition. 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.

The School also boasts a Virtual Menuhin School which offers pupils the unique opportunity to receive specialist music education in a virtual environment, receiving musicianship, theory and instrumental training and the chance to connect with other young musicians across the globe. It recently launched a Junior Menuhins programme to help children develop a love of music from the youngest of ages. It comprises of Baby Menuhins classes for children aged 6 months to 4 years and Mini Menuhins classes for children aged 4 – 7 years. Little Menuhins classes for children aged 7 – 11 years will be piloted in January 2024.

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.

About the role:

This role is a fantastic opportunity for a Philanthropy Officer to have a significant impact on the lives of our current and future pupils.

The Yehudi Menuhin School (YMS) 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 support from philanthropy (individuals, trusts and foundations, legacies and corporate supporters) is 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 Office 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.

You will be responsible for identifying and researching individuals, corporations and trusts and foundations, mainly overseas. You will work closely with the Director of Development & External Relations, the Leadership Team and other colleagues in helping to identify, plan and deliver a number of donor cultivation events.

This is a key role in making the School's strategic priorities a reality on the ground. You will need to be proactive, curious, enterprising and systematic in your approach to prospect research, and be able to engage and manage internal stakeholder relationships.



Key points about the role:

Contract type: Fixed-term for one year

Start date: asap

Hours: Mon-Fri 9.00am-5.30pm (with flexibility of additional hours if required)

Probation Period: 3 months

Location: Stoke D'Abernon, Cobham, Surrey (flexibility of hybrid/remote working can be agreed).

Initially, there will be a requirement to be based on site to become familiar with the School and establish working processes.

There will also be opportunities to attend evening and weekend concerts and events at YMS and in London.

Salary: Up to £29,000 per annum (depending on experience)

Pension:

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

Reporting to:

- Director of Development & External Relations

Key Relationships:

- Head of Individual Giving
- Interim Trusts & Foundations Manager
- Development Executive
- Head of Marketing & Communications
- Bursary (Finance) Team
- Music Department

Holidays:

25 days annual leave plus bank holidays (excluding term-time)

Other Benefits:

- Free School lunches during term time
- Flexible working
- Free lunchtime concerts
- Discounted tickets to other school events
- Free parking
- Use of the School's swimming pool (when available)
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Mediacash

Key Duties & Responsibilities

To support the achievement of The Yehudi Menuhin School's strategic goals by generating income from individuals and trusts and foundations, mainly overseas. This role will support the Director of Development & External Relations to develop new philanthropic relationships to ensure successful solicitation of major gifts, repeat gifts and increased value gifts.

To achieve this, you will:

Prospect Research

- Undertake qualitative research using a range of sources to provide information that will inform prospect and fundraising strategy, gift opportunities and the development of proposals.
- Identify and qualify major gift prospects by researching and analysing their connections with the School and to other organisations, their philanthropic interests, their wealth and giving potential and their propensity to support the School as well as their networks.
- Assign gift capacity and propensity ratings to all prospects.

Portfolio Oversight

- Working with development colleagues, build a robust prospect pipeline to support fundraising goals and objectives.
- Attend project and prospect reviews designed to identify prospects and create cultivation, solicitation and donor cultivation events.
- Assist fundraisers in creating and revising solicitation plans for donors throughout the relationship cycle.
- Provide a metric-driven approach to solving complex problems and optimising current processes to meet fundraising goals.

Due Diligence and Compliance

- Work with the Director and members of the Development Committee where appropriate and take responsibility for the due diligence process, recording the outcomes of decisions on gift acceptance, and advising on policies and processes.
- Maintain awareness of all relevant privacy and other legislation relating to the management of personal data.
- Working with the Director, implement robust procedures to ensure the database complies with this legislation.

Reporting

- Devise and produce regular reports on the status of all prospects, enabling the management of the prospect pool and pipeline, workflows, and income forecasts.
- Devise reports that can be produced by individual fundraisers to enable them to manage their prospect pools effectively.
- Assist the Director in the production of reports for the Development Committee, including key metrics for the oversight dashboard.

Database Management

- Devise protocols for the entry of data by all users of the database to ensure that the quality and integrity of the database is maintained.
- Develop a strong knowledge of sector best practice and innovation through networking, benchmarking against comparable institutions, identifying and undertaking training and development opportunities and, where appropriate, implement these best practices at the Menuhin School.

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

You will be an excellent researcher, experienced at marshalling large amounts of inter-related information. Driven and highly self-motivated, you will have a proven track record of working in the area of Development or Major Gifts. You will enjoy working autonomously while still forming part of a highly supportive team, and showing creativity, flair and tenacity in achieving your objectives. The ability to communicate detailed information to senior colleagues and volunteers, and an exceptional eye for detail are all essential. You will be comfortable working with a range of internal and external stakeholders and will excel at building relationships. You will 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

- Demonstrable experience in prospect research, major gift fundraising or prospect pipeline management.
- Experience of researching and qualifying potential donors and of supporting fundraisers in creating prospect pipelines and cultivation strategies.
- Experience of providing written and/or oral briefings and reports for fundraisers, senior staff and volunteers
- Knowledge of prospect research methods and data sources as well as donors' needs and motivations.
- Excellent written and oral communication skills.
- Extensive investigative, research and analytical skills.
- Ability to organise and manage a diverse range of assignments and projects with high efficiency with rigorous attention to detail in presentation.



- Ability to analyse and synthesise information from a wide variety of sources and to summarise and present the resulting information clearly.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- A good understanding of current data and privacy regulation best practice and how they affect prospect research.
- 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.
- Knowledge of key funders in the cultural and / or education sectors, in the UK and preferably overseas.

Qualifications

- Qualification in research, fundraising or marketing-related discipline.

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.



Requirements:	Essential	Desirable
Maths & English GCSE or equivalent	√	
First Aid at Work		√
IT proficiency	√	
Enhanced DBS check	√	
UK right to work check	√	
UK and EEA prohibited list checks	√	
Satisfactory references	√	
Medical declaration	√	
Verification of qualifications	√	
Specific qualifications relevant to the role	√	

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 via email gerald.carew@menuhinschool.co.uk.

Click [here](#) to fill out our [application form](#).

The deadline for applications is Sunday 14 April 2024. Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

Your application form should be completed in full and submitted along with a CV and covering letter addressed to the Head, Mr Robin Harskin outlining your reasons for applying and suitability for the position.

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.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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