

Arcangelo

Role Description – Individual Giving Officer (Part time)

At a pivotal moment in our award-winning ensemble's development, we are looking for an outstanding individual to oversee planned growth in our essential family of private donors, and to communicate and invite support for our relaunched fundable programmes.

Introduction

Period ensemble **Arcangelo's** collective energy and spirit have generated a flood of five star reviews, sparked audience ovations and prompted invitations to perform at the world's leading venues and festivals. The ensemble, which has taken the musical world by storm since its creation in 2010, comprises outstanding young musicians under the dynamic leadership of its artistic director and founder **Jonathan Cohen**. Its ethos is ruled by a determination to apply the deep listening skills and artistry of chamber music making to every piece in its repertoire, from intimate trio sonatas to major oratorios and early symphonies.

Recognised as one of the world's leading ensembles, Arcangelo's recent successes include a 2017 **BBC Music Magazine Award** for its album of C.P.E. Bach cello concertos with Nicolas Altstaedt, a **Grammy Award nomination** for its 2018 recording of trio sonatas by Buxtehude, a **sell-out and critically-acclaimed BBC Proms 2018 performance** of Handel's 'Theodora', and touring programmes to Hong Kong and the US (Carnegie Hall). The ensemble's 10th anniversary 2019/20 season includes debuts at Barbican Centre and the Vienna Konzerthaus, and a major new studio recording of Handel's 'Brockes Passion' with a cast led by soprano Sandrine Piau.

The trustees of Arcangelo have recently launched an ambitious plan to take Arcangelo's development forward into the group's second decade, including new artistic projects and fundable programmes of support.

The Role

Arcangelo is seeking to appoint an Individual Giving Officer to oversee planned major growth in its essential family of private donors and supporters, the Arcangelo Friends. Arcangelo receives no public funding, and our core costs and special artistic projects are entirely dependent on the generosity and sustained engagement of philanthropic individuals who identify with our artistic ideals and ambitions.



To attract new donors and supporters Arcangelo is relaunching its fundable programmes and areas of support, and hosting dedicated events for private donors and supporters to attend. The Individual Giving Officer will play a major part in communicating these relaunched fundable programmes and areas of support to the Arcangelo Friends, in managing event invitations and attendance, and in inviting and recording donations.

We are excited to be offering this small but vital role at a key point in Arcangelo's development, and are looking for a highly capable, motivated and personable individual to make a key contribution to our future.

Specific responsibilities include:

- Maintain and update Arcangelo's donor activity records;
- Communicate with Arcangelo Friends around our key supporter events and at other key points in the annual giving year;
- Attend and assist with hospitality at our key supporter events;
- Send details about our fundable programmes/areas of support to Arcangelo Friends, and invite donations to these programmes in line with their requirements;
- Communicate with Arcangelo's Friends on the progress of fundable programmes/areas of support through our website and monthly e-newsletter;
- Track and record all donations and Gift Aid declarations;
- Prepare and send letters of thanks/donation receipts for all donations;
- Report on donations and on fundraising campaign progress.

The role reports directly to the General Manager.

Remuneration / term of engagement

This role is being offered on a freelance consultancy basis, with fees (plus VAT if applicable) payable on receipt of the freelance consultant's invoice.

In 2019/20 we are offering the Individual Giving Officer up to 20 days of work at £150/day, plus reimbursement for out-of-pocket expenses incurred wholly, exclusively and properly in the performance of the role.

The allocation of days across the year is flexible and open to discussion, though there will be a required concentration of work around and at our key supporter events.

The role is being offered for an initial term of one year, with scope for renewal based on performance.

The Arcangelo team / ways of working

Arcangelo's core team is:

Artistic Director:	Jonathan Cohen
General Manager:	Julian Forbes
Head of Artistic Planning:	David Clegg
Artistic Projects Manager:	Hattie Garrard
Librarian & Artistic Consultant:	James Halliday



Orchestra Manager:

Nick Ullmann

Arcangelo also enjoys the support of a highly engaged board of trustees, led by Rosalyn Wilkinson.

Arcangelo's team members are all part-time and operate a virtual office from different locations, using their own devices, Arcangelo webmail, and a Google Team Drive facility. The Individual Giving Officer can work from any location in the UK, though will need to be able to travel to London for our supporter events, some London-based projects, and occasional meetings with the General Manager and other members of the team.

Person specification

<i>Essential</i>	<i>Desirable</i>
Highly articulate, accurate and persuasive written communication skills.	Knowledge of and a passion for Baroque and Classical music
Communicative, collaborative and self-reliant attitude.	Experience of working with any/all of Google GDrive, Mailchimp, Wordpress CMS.
Organised and rational approach to work, ability to work to a plan and execute tasks effectively and efficiently.	Experience of managing individual giving activity for a musical organisation and/or registered charity working in the Arts/Culture
Personal charm, tact and discretion.	
Confidence in presenting and inviting support for Arcangelo's fundable activity.	

How to apply

Please send a covering letter and CV together with details of two referees to info@arcangelo.org.uk by **Friday 30 August 2019**.

Interviews will be held in London in the week commencing **Monday 16 September 2019**. We will be happy to offer interviews via Skype if required.

Links to more information about Arcangelo:

www.arcangelo.org.uk

www.facebook.com/arcangeloteam

www.instagram.com/arcangelomusic

www.twitter.com/arcangeloteam

https://www.youtube.com/channel/UCAx1OKGTU_NvyoBEWBSKTjw

Full discography: www.arcangelo.org.uk/releases

