



Director of Development

Job description

ROLE

Position	Director of Development
Reports to	Managing Director
Salary	£80,000 per annum
Location	Wembley Park, London, HA9 0BP and wherever the Orchestra performs in the UK
Contract	Permanent, Full Time
Working hours	Flexible with evening and weekend work

APPLICATION AND INTERVIEW DATES

Application deadline	Monday 11 May 2026 5pm
First Interviews	Monday 18 May 2026 (online)
Second Interviews	Tuesday 26 / Wednesday 27 May 2026 (in person)
Format of application	Apply at Director of Development with a CV and covering letter addressed to Sarah Bardwell, Managing Director
Application information	Please see our Guide for applicants and our website www.rpo.co.uk

PURPOSE OF THE ROLE

As a member of the RPO Leadership Team the Director of Development will be responsible for agreeing and delivering fundraising income targets, building on a portfolio which currently provides circa £1.4 million per annum for the Orchestra's work. The Director will set a clear fundraising strategy which will include all current income streams: individual giving, Trusts and Foundations, Corporate support and partnerships and the American Friends of the RPO, as well as exploring areas not yet exploited, but believed to hold opportunities for significant development. The Director will manage the Development team, supporting their professional growth and work collaboratively with colleagues to develop partnerships and opportunities to raise funds from a variety of sources.

JOB DESCRIPTION

Strategy

- Develop a fundraising strategy in line with the Business Plan, mission, vision and values of the RPO
- Ensure the fundraising team meets annual income targets through effective delivery of the fundraising strategy
- Lead the management of the relationships with donors across all income streams
- Actively cultivate new donors across all fundraising areas using various networks including those of other supporters and senior volunteers. Ensure the RPO are maximising all possible donor recruitment opportunities through a targeted, proactive approach

- Lead the development of imaginative corporate support opportunities – whether from local, regional, national or international businesses
- Oversee the application processes and approaches to Trusts and Foundations, ensuring these are coordinated and of the highest quality
- Ensure that all possible opportunities to leverage funding are taken advantage of as artistic activity is planned and realised
- Ensure that the highest quality donor-care is maintained across all income streams
- Ensure that all materials produced by the team are of the highest quality
- Ensure the delivery of high quality, varied supporter events, for the most effective cultivation and stewardship possible
- Ensure that effective legacy management is maintained, from appropriate, proactive communication strategies to robust administration and stewardship of family members and executors

Volunteer relationships

- Working with the RPO Board and musicians to develop fundraising opportunities and working with their networks and contacts
- Managing the American Friends of the Royal Philharmonic Orchestra (AFRPO), the RPO's 501(c) 3 charity in the USA. Initiating and seeking agreement from the AFRPO Board for support of the RPO and supporting AFRPO activities and campaigns to raise funds
- Managing the RPO's Advisory Council to support the fundraising goals of the RPO

Management

- Report to the Leadership Team and the Board on progress towards targets
- Ensure through strong communication that the Development team have up to date knowledge of all RPO activity and the wider body of staff are updated about Development activity
- Lead and manage the team, including recruitment as required and performance reviews. Carry out regular reviews with each team member to ensure that each fundraising stream is on target and to agree strategies for meeting any projected shortfalls
- Recruit, coach and mentor team members, encouraging continuous learning and development
- Manage performance and resolve problems as they occur
- As a member of the Leadership Team contribute to the overall strategy and provide fundraising expertise

Targets and finance

- Agree, lead and manage the annual development target, currently £1.4m per annum
- Monitor progress against targets, working with the Finance Director
- Review and as necessary streamline processes and procedures to achieve the highest possible levels of quality, efficiency and service
- Set, manage and measure the annual development budget
- Agree and establish measurable KPIs and monitoring for the Development team, reporting on the effectiveness of specific approaches, campaigns and strategies
- Implement systems for tracking and valuation of Gifts-in-Kind
- Ensure that engaging and effective impact and financial reports are delivered to donors on a timely basis

Other

- Such other duties as may reasonably be required by the Company

PERSON SPECIFICATION

Experience

- Successful track record of raising significant funds from a range of income streams/sources
- Leading and motivating a team to achieve clearly defined objectives
- Experience of making direct asks for support from corporates, major donors and others
- Experience of negotiation with grant funding bodies, preparing reports and applications for funders.
- Preparation and effective management of budgets

Skills and knowledge

- Excellent verbal and written communication skills
- Good IT skills and knowledge – can produce and edit accurately word and excel documents
- Analytical – can use and apply CRM and external data to inform decision making and planning
- Has confident networking skills
- Can develop and maintain strong relationships and rapport with a wide range of people
- Can motivate and support the team towards the achievement of goals, able to share and be inclusive with knowledge and skills
- A confident leader with the ability to inspire others and to act as coach/mentor to team members and colleagues.

Aptitude

- Clear thinking, highly organised and able to balance multiple priorities and deadlines
- Capacity to modernise processes and capitalise on new technologies
- Is naturally collaborative, a good listener and able to influence others
- Encourages and responds to constructive feedback
- Can think and plan strategically – articulating plans clearly and ensuring that they are implemented
- Can think creatively, keen to find and try new approaches and opportunities
- Resilient