

London Orchestra

Corporate Relations Manager Information for Candidates

Background Information

Eighty years after Sir Thomas Beecham founded the London Philharmonic Orchestra, it is recognised today as one of the finest orchestras on the international stage. Following Beecham's influential founding tenure the Orchestra's Principal Conductorship has been passed from one illustrious musician to another, amongst them Sir Adrian Boult, Bernard Haitink, Sir Georg Solti, Klaus Tennstedt and Kurt Masur. This impressive tradition continued in September 2007 when Vladimir Jurowski became the Orchestra's Principal Conductor, and in a further exciting move, the Orchestra appointed Yannick Nézet-Séguin, its new Principal Guest Conductor from September 2008.

The London Philharmonic Orchestra has been Resident Orchestra at Southbank Centre's prestigious Royal Festival Hall in London since 1992, and performs there around 35 times each season with many of the most sought after conductors and soloists. The Orchestra also has flourishing residencies in Brighton and Eastbourne, performs regularly around the UK, and gives a chamber series at Wigmore Hall for Soloists of the London Philharmonic Orchestra. It is unique in combining these concert activities with esteemed opera performances each summer at Glyndebourne Festival Opera where it has been the Resident Symphony Orchestra since 1964.

The London Philharmonic Orchestra performs to devoted audiences around the world. In 1956 it became the first British orchestra to appear in Soviet Russia and in 1973 made the first ever visit to China by a Western orchestra. Touring continues to form a significant part of the Orchestra's schedule, with regular appearances in North America, Europe and the Far East, often headlining at major festivals. Future tours include visits to China, Oman, Germany and the USA.

Adventurous programming and a commitment to new music are at the heart of the Orchestra's activity, with regular commissions and world première performances. In addition the London Philharmonic Orchestra has long been embraced by the recording, broadcasting and film industries. It has broadcast regularly on domestic and international television and radio, and has worked extensively with the Hollywood and UK film industries, recording soundtracks for blockbuster motion pictures including the Oscar-winning score for *The Lord of the Rings* trilogy.

The Orchestra also enjoys strong relationships with the major record labels and in 2005 began reaching out to new global audiences through the release of live, studio and archive recordings on its own CD label. The Orchestra's own-label releases are available to download by work or individual track from its website.

The Orchestra reaches thousands of Londoners through its rich programme of community and school-based activity in Lambeth, Lewisham, Southwark and Greenwich. The programme also includes The Band, the Foyle Future Firsts apprenticeship scheme for outstanding young instrumentalists, the Leverhulme Young Composers, and regular family and schools concerts.

The Orchestra enjoys a number of important corporate relationships supporting a wide range of activities both at home and abroad. This is an exciting opportunity for a dynamic and driven fundraising professional to play a key role in the Orchestra's successful Development Team.

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Corporate Relations Manager

The Development Department

The Orchestra's Development Team (Development Director; Charitable Giving Manager; Corporate Relations Manager; Events Manager; Corporate Relations and Events Officer; Finance and Development Officer) is charged with raising around £1.7m per annum through corporate, trust/foundation, and individual funding streams, primarily for the Royal Festival Hall concert season, orchestral touring, educational and community activity and special events. The Corporate Relations Manager is responsible for supporting the Development Director in sourcing new corporate funds and for servicing and maintaining the Orchestra's existing major corporate partners, which account for a significant proportion of its annual income – in excess of £750,000.

The Role

Job Title:	Corporate Relations Manager
Reports to:	Development Director
Direct Reports:	Corporate Relations and Events Officer
Location:	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP
Hours:	9:30am - 5:30pm, Monday-Friday, plus concerts and events as necessary (including evenings and some weekends)

Key Responsibilities

The Corporate Relations Manager is responsible for the Orchestra's corporate partners including concert and tour sponsors, chair sponsors, corporate members, and any other significant contributors from the corporate sector. The Corporate Relations Manager will liaise closely with the Events Manager (responsible for in-kind relationships and special events) and with other members of the team where applicable. The postholder is also responsible for managing the Corporate Relations and Events Officer (in collaboration with the Events Manager).

Main Tasks

- Working with the Development Director to create and maintain a corporate fundraising strategy, and to set and achieve annual targets
- Identifying, researching and approaching companies through both written and face-to-face communications for support for a range of projects including concert sponsorship, overseas tours, education / community projects and special events such as the Orchestra's annual Gala.
- Identifying and researching London Philharmonic Orchestra projects and events as potential sponsorship opportunities
- Preparing corporate sponsorship proposals and contracts
- Managing and maintaining current corporate sponsors, ensuring sponsors use their benefits to the full, administering supporter crediting as appropriate in all relevant media, and working to maximise and increase levels of support through leveraging projects
- Issuing reports to funders
- Working with the Corporate Relations and Events Officer to ensure the maintenance and growth of the Orchestra's Corporate Membership programme through cultivation, research and effective approaches.
- Managing the Corporate Relations and Events Officer in association with the Events Manager to ensure the post holder is engaged and satisfied in his/her role, and effectively contributes to the department, through assisting and taking the lead on their own projects.

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- Ensuring all corporate data is up to date and used to best advantage on the Orchestra's fundraising database, assisted by the Corporate Relations and Events Officer
- Liaising with the Events Manager to oversee high profile sponsor events
- Maintain and develop a system of sponsorship evaluation
- Attending London Philharmonic Orchestra concerts, events, tours, sponsor events, and networking meetings, and Glyndebourne Festival Opera as required

Performance Indicators

Performance in this position will be evaluated on the following criteria:

- Forming and maintaining strong relationships with existing corporate supporters
- Demonstrating a proactive approach to researching and developing leads for new business
- Achieving or exceeding an agreed corporate fundraising target on an annual basis
- Meeting deadlines and targets
- Consolidating and increasing corporate support for the Orchestra across the different corporate income programmes

Performance will be formally evaluated annually via the appraisal system and informally through regular one-to-one meetings throughout the year.

Person Specification

Experience and Knowledge

Essential

- At least two years' experience of direct fundraising, whether for arts, educational or third sector organisations, or in managing sponsorship accounts for the corporate sector
- Experience of managing the relationship between corporate sponsors and the sponsored organisation, encouraging leveraging of the relationship through the utilization of additional benefits where relevant
- Thorough understanding of the skills and tools required (research materials, database, etc) in researching and cultivating corporate sponsors.
- Experience in working with corporate organisations to create projects designed to reach the client's specific business goals
- Demonstrable success in meeting fundraising targets
- Experience and understanding of working to and monitoring budgets

Desirable

- Experience of identifying and securing new corporate sponsors
- Experience of fundraising databases, in particular the Tessitura system
- An interest in / knowledge of classical music
- Knowledge of the tax and VAT issues surrounding fundraising and sponsorship and an awareness of wider arts and/or charity funding issues

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Skills and Abilities

- Excellent communication and interpersonal skills and ability to work successfully with people at all levels, both within London Philharmonic Orchestra departments and with external clients
- Excellent writing style and oral presentation skills
- Ability to think laterally and creatively
- Ability to negotiate
- Attention to detail and accurate working methods
- Ability to prioritise and manage time effectively

Attitudes

- Focused approach, sense of initiative and responsibility
- A team player who can bring ideas and skills to a small but committed department

Terms

The salary for this position is c.£27,000 - £30,000 p.a. dependent on qualifications and experience. After 12 months in the position, the successful candidate will receive access to a 6% contributory pension scheme. The post holder is entitled to 20 days annual leave per annum, with an additional day added for each full year at the Company, up to a maximum of 25 days. The package also includes a minimum of 2 tickets for all Royal Festival Hall concert performances and four seats each year for dress rehearsals at Glyndebourne Festival Opera. Occasional UK and International travel may be required.

How to Apply

Please visit the jobs page of the LPO website (<http://www.lpo.org.uk/contact/careers.html>) where you will be asked to complete a short form before uploading your CV and covering letter. If you are unable to apply online please contact Nick Jackman, Development Director, on **020 7840 4211** for further information.

CVs should include:

- details of relevant achievements and experience as well as educational and professional qualifications
- Details of your notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission)
- Indication of your current salary
- Contact details including day and evening telephone/mobile numbers

The covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification

Application Process

We are working to achieve diversity and welcome applications from all sections of the community. Successful applicants will be contacted and invited for interview at the London Philharmonic Orchestra offices at a mutually agreeable time. We anticipate that the first round of interviews will be held in the week commencing Monday 20 February.

The closing date for applications is midday on Wednesday 15th February 2012