

**JOB DESCRIPTION: Partnerships & Events Manager (full-time)**

Salary:	Competitive
Reporting to:	General Director
Based:	London
Hours of work:	Standard office hours are 9:30 - 17:30 (with some flexibility possible) Monday to Friday, though the nature of the role requires some availability outside these hours, including attendance at events during evenings and weekends (time off in lieu will be given as we do not pay overtime).
Holiday:	25 days per year plus 8 public holidays
Notice period:	Three months after an initial one-year probationary period, during which the notice period is one month on either side
Pension:	The Company currently contributes 3% to an auto-enrolment pension
Other key relationships:	Fundraising Executive Assistant, Supporters, UK and US Board, US Friends, and the rest of the MCO team

**The Partnerships & Events Manager is a senior role within our small, highly efficient and results-driven core team of ten. Working in close collaboration with the General Director, the successful candidate will focus on assisting with fundraising and strategic development, to ensure the Charity raises the necessary funds to realise the ambitions and long-term goals of our three world-class ensembles.**

Key Areas of activity will include assisting the General Director in:

Maintaining the interest and support of existing donors and recruiting new individual donors through:

- Managing individual relationships with current and prospective donors ensuring outstanding stewardship at all times
- Pro-actively identifying opportunities to service and cultivate supporter relationships
- Planning and delivering suitable events in conjunction with our concerts' diary
- Regularly circulating information concerning MCO's engagements and philanthropy and partnership initiatives to the Board, individual and corporate supporters and MCO team
- Developing and promoting our legacy giving scheme
- Researching and drafting persuasive and engaging applications and proposals to trusts and foundations, other grant-giving bodies and corporates to secure support for MCO's activity, including: core costs, the Monteverdi Apprentice Programme, the Monteverdi Arts Management Training Programme, the Apprentice Conductor scheme and any other education work
- Managing the administration of grants, including writing evaluations, and stewarding relationships with existing supporters to pro-actively identify, devise and deliver suitable activity to ensure mutually beneficial, fruitful and sustainable long-term relationships

## **ABOUT YOU**

### **ESSENTIAL**

The successful applicant will have the following qualities / experience:

- At least five years' experience within a high-profile, demanding professional environment
- Experience working with high net worth individuals/ high profile clients
- Proven events management skills
- Excellent interpersonal and administrative skills
- Highly organised, efficient and a problem solver
- Facility with standard office technology and platforms
- Excellent English (written & spoken), with a clear, persuasive writing style
- Excellent time and task management skills
- The ability to work in a dynamic, fast-paced environment, to deadlines
- A bright and pleasant disposition, with a good attitude and self-motivated
- Willingness and ability to work flexible hours as necessary

### **DESIRABLE**

- An understanding of fundraising practices and principles
- Experience of working within an arts organisation
- A keen interest in classical music
- Foreign languages (German, French or Spanish)

The Job Description is a guide to the nature of the work required of the role. It is not wholly comprehensive or restrictive and may be reviewed with the post holder by the General Director, if required.