



Temple Music Foundation

Fundraising and Relationships Manager

Average of 1.5 days per week, plus evenings when there are performances.
Central London Office

Background

The Temple Music Foundation (TMF) was founded in 2002 in The Temple, just off Fleet Street in the City of London. It was established to raise substantial funds to present Sir John Tavener's commission *The Veil of the Temple*, a choral work of over seven hours, performed overnight in the historic Temple Church between dusk and dawn. The work was composed for the Temple Church Choir with the Holst Singers.

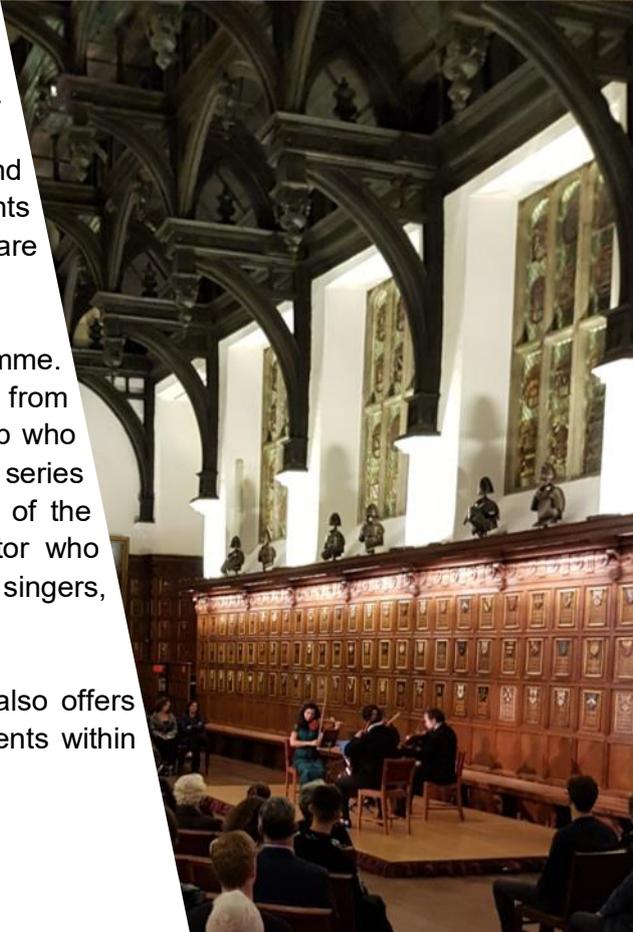
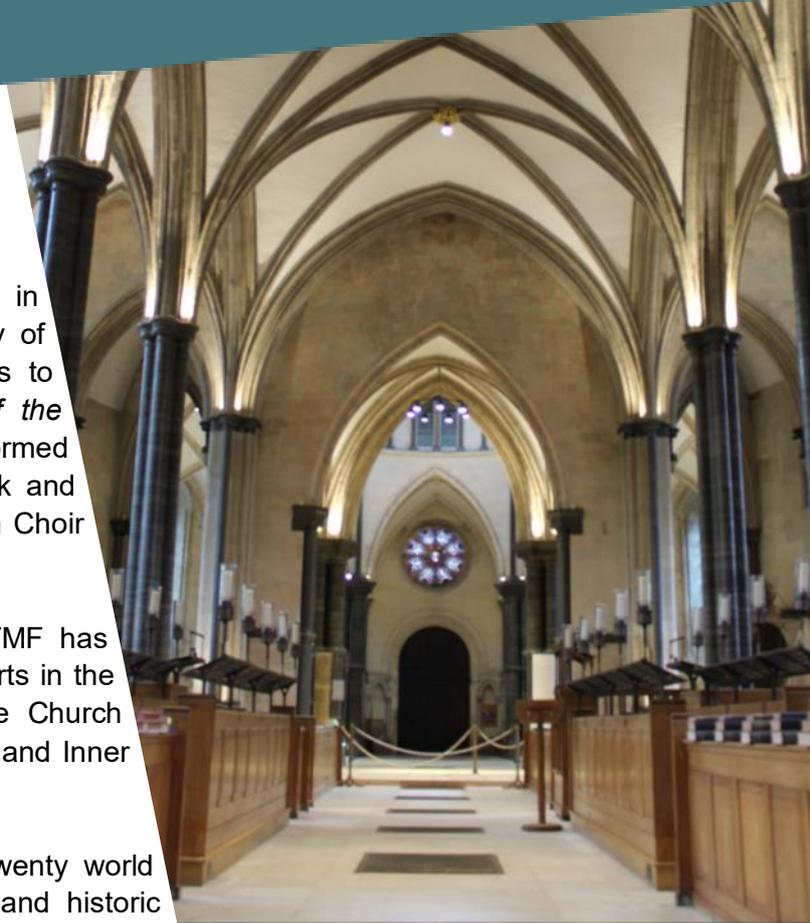
Since the success of *The Veil of the Temple*, the TMF has planned and presented an annual programme of concerts in the Temple; it works particularly closely with the Temple Church Choir and has strong relationships with Middle Temple and Inner Temple and with barristers' chambers within the Temple.

The Temple Music Foundation promotes around twenty world class concerts and recitals a year in the evocative and historic spaces in the Temple. Performances take place in the unique Elizabethan Middle Temple Hall, in Inner Temple's elegant Parliament Chamber and in the historic and ancient 12th-Century Temple Church.

The performances are a mix of choral music, solo song recitals and orchestral and chamber music, some of which are broadcast. Events are spread across the three legal terms of the year; none are programmed in August and only very occasionally in September.

Temple Song is a significant series within the TMF's annual programme. Since its inception nearly fifteen years ago, in addition to fundraising from individuals Temple Song has been underwritten by a dedicated group who collectively guarantee four song recitals each year against loss. The series has its own following and is a highly regarded and visible element of the annual TMF programme. Pianist Julius Drake is the artistic director who identifies and engages with nationally and internationally renowned singers, inviting them to perform with him in the Temple.

In addition to managing its own promoted performances, the TMF also offers box office and event management for some externally-promoted events within the Temple.





Temple Music Foundation

Temple Music Foundation Board

The TMF has a supportive Board of Directors who are generous with their time, advice and financial support. The Chairman is dedicated and readily involved when required.

The Role

The **Fundraising and Relationships Manager** is a key member of the small team, securing support for the artistic programme by developing relationships with existing and potential funders. Successful fundraising for TMF is dependent on establishing extremely good contacts within the Temple and a willingness to work from the Temple for the majority of the contracted time is a vital aspect of the role.

The key funding target is to secure support for the concert series as well as maintaining and expanding the existing regular support from individuals, corporate supporters and barristers' chambers which provides vital core funding. TMF has an existing loyal network of support within the Bar and the Judiciary, as well as outside the Temple and further afield across all funding sources and is self-sustaining without any statutory funding. Following the pandemic period when very few performances were possible, TMF has a full season of concerts starting in September and is looking to develop the financial support needed to take the Foundation forward.

Engagement

The role of the **Fundraising and Relationships Manager** is a freelance post. The time commitment varies from month to month but it is expected that the role will require c.70 days across the year. Developing relationships within the Temple, through regular personal contact and introductions, is key to the success of the role and, while some working from home is possible, the majority of the time would need to be worked from TMF's office in the Temple. Normal office hours are 9.30am to 5.30pm, plus evenings on event days and for board or other occasional evening meetings.





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Essential experience and skills

- A practical understanding of philanthropic giving, particularly of the relationship with funders and the motivation of donors to give.
- Significant fundraising experience across all sources: individual, corporate, trust and foundation and legacy support.
- Ability to sustain and adapt the existing programme of annual giving from multiple sources.
- Strong interpersonal skills in order to introduce, establish, nurture and retain potential and existing donors at all levels.
- Experience of liaising with donors, sponsors and underwriters in order to understand and fulfil their requirements.
- Experience of writing effective and convincing applications and donation requests and designing fundraising material.
- Thorough, consistent donor management.
- Experience, knowledge and familiarity with classical music.
- Self-starting, accustomed to independent working.
- Computer literate and with experience of database management in relation to fundraising.
- Full knowledge of General Data Protection Regulations.
- Precise attention to detail with ability to prioritise a busy workload.
- Experience of MS Word and Excel, CRM databases and websites.
- Excellent telephone manner.

Desirable

- Some awareness of the workings and structure of the Bar and Royal Courts of Justice.





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Specific responsibilities for funding targets

Current total annual funding requirement - £150,000 per annum

- **Event support and sponsorship:** Between 14 and 16 concerts per annum requiring a total of c. £70,000 (£3k-£8k per concert).
- **Corporate Membership:** Annual total required through corporate memberships £25,000 (five members at £5k per annum).
- **Individual Circles:** Circle memberships are at five different levels; the total annual target is £55,000. The Circle membership is largely drawn from long-term committed donors who have supported TMF for many years.

Financial Assistance

- Working with the Events Assistant, ensuring that Circle membership renewals are requested at the appropriate time and appreciatively acknowledged when received.
- Working with the Events Assistant, ensuring that the donation and sponsorship records are maintained.

Concert programmes and print

- Responsibility for appropriate credit and acknowledgement of support in all TMF print.

Board and Board meetings

- Providing Fundraising reports and updates.
- Arranging regular one-to-one meetings with Board members, particularly liaising with the Chairman and the Director leading on fundraising.
- Attending c. five Board meetings per annum.

General

- Any other reasonable responsibilities commensurate with the role.





Temple Music Foundation

To apply

Please send a letter of application with your CV to Carol Butler carol@templechurch.com

If you would like to discuss the role informally, prior to application, please ring the TMF office on 020 7427 5641 to speak to Carol Butler

Closing date for applications

Wednesday 22nd September

Interviews

London

Tuesday 28th and Wednesday 29th September

Registered as a charity no. 1095141 and a company no. 4594413

1 Inner Temple Lane, Temple, London EC4Y 1AF

www.templemusic.org

020 7427 5641

