Head of Trusts and Foundations
The National Youth Orchestra of Great Britain

'The most uplifting orchestra in the world. The NYO makes me massively hopeful for the future of classical music.' The Times

The National Youth Orchestra of Great Britain (NYO) is the world’s greatest orchestra of teenagers. Awarding the Queen’s Medal for Music 2012 to NYO, the Committee stated that no other orchestra in the world has consistently achieved such brilliance in performance with such young musicians. Upon receiving the Ensemble Award at the 2016 Royal Philharmonic Society Music Awards – the highest recognition for live classical music-making in the UK - NYO was described as ‘a beacon of excellence for decades’. NYO is run by Sarah Alexander who was granted an OBE in the New Year’s honours 2018 for services to Music.

'They may be teenagers but at NYO you feel yourself to be working with some of the greatest musicians of our time.’ Edward Gardner OBE, conductor.

Founded in 1948, NYO provides orchestral performance opportunities for the brightest and committed musicians between the ages of 13 and 19. Many of the UK’s greatest musicians, past and present, are NYO alumni, including Sir Simon Rattle, Sir Mark Elder and Thomas Adès.

‘NYO is one of the most important artistic institutions in the world.’ Sir Simon Rattle, Music Director, London Symphony Orchestra and ex-NYO percussionist

Drawing its 164 musicians from every background and part of the United Kingdom, NYO comes together three times a year for residential rehearsals, working alongside leading international conductors, tutors, and soloists. Each residency culminates in a high-profile concert tour, including an annual televised BBC Prom at the Royal Albert Hall. NYO exists to give breakthrough experiences of orchestral music to teenage musicians and audiences of all backgrounds. In order to increase the reach and impact of its activity, NYO has launched two strands of activity, NYO Inspire and NYO Open which target committed young musicians who lack opportunities to advance their playing.

Named Classic FM’s Orchestra of Teenagers, NYO and Classic FM will work together to inspire a new generation of young concertgoers. The Orchestra’s broadcast agreement with BBC Radio 3 was extended to include all concerts, allowing NYO teenage orchestral brilliance to be communicated to wider audiences than ever before.

Being in NYO reminds you that everyone matters, wherever they’re from and whatever their role. We learn to put our own personal ambitions aside and work for the common good.’ Georgia Hannant, violin, 16

As a registered charity, the National Youth Orchestra’s income primarily comprises funds raised by a dedicated Development team from a range of sources including trusts and foundations, corporate and individuals, all of whom recognise its unique contribution to the lives of young people and Britain’s musical ecology. Most members pay subsidised fees but the organisation works hard to develop bursaries to ensure any young person with talent can apply regardless of financial means. The NYO’s annual turnover is approximately £2 million.

The National Youth Orchestra of Great Britain is a thriving organisation with a vision to inspire young musicians across the UK. We are looking for a dynamic and experienced Head of Trusts & Foundations to join our talented staff team. This role leads the existing Trust and Foundation portfolio to manage its growth over the coming years.

You can find out more about the orchestra on the NYO website at nyo.org.uk and learn more about our musicians at https://www.nyo.org.uk/meet-the-orchestra.
The Role

Purpose of the role:
To head our existing Trusts and Foundations portfolio and to manage its growth over the next few years.

Reports to: Development Director

Principal Areas of Responsibility

NYO has traditionally received strong support from Trusts and Foundations of varying sizes. From large professional trusts such as Wolfson, Leverhulme, Garfield Weston and Esmée Fairbairn to smaller family or individually run trusts.

The Trust portfolio makes up around 40% of NYO’s voluntary income. The creation of NYO Inspire three years ago has strengthened NYO’s ask to Trusts and helped add new Trusts to the portfolio. We believe, however, that there is much more potential in this area and would like to see Trusts income rise further over the next few years. Currently NYO brings in around £500k from trusts. We believe income could grow to £750k in the next few years. We are keen to test the feasibility of increasing Trust income to £1m in the next 5 years.

NYO is an Arts Council NPO so is eligible to apply for Arts Council strategic funds to support various aspects of our work.

Our Trust portfolio relies on three equally important skills: impeccable organisation skills to manage a large portfolio of detailed work, exceptional written skills to make a compelling case for support to each Trust, and thirdly very strong relationship building skills. Many of our Trusts have been with us for a long time and need to carefully understand NYO’s growth. Relationships with our new Trusts need to be strengthened so that they are willing to consider multi year gifts which will help stabilise income.

The first year of the post will be familiarizing yourself with our Trusts, getting to know them and getting to know NYO. You will work very closely with your Development Director and the Development team. You will explore how Trusts works closely with major giving, events and individual giving and you will be able to host Trust representatives at our concerts and events.

You will be able to utilize:

* Three major strategic applications that have been written in the last year by our strategic consultant that describe our work and its impact
* A three year rolling timetable that details all Trust activity
* A series of templates for smaller Trust applications
* A solicitation chart that details state of play with each relationship
* A recently updated case for support
* A shopping list
* Existing members of the development team who have a good understanding of the history of our relationships with Trusts.
* A new business plan to be written over the next six months that will articulate the next three years of growth at NYO that will include research into social action funders and whether we can articulate a credible case in that field.

In 2018 NYO will be implementing a new organisational wide database with the aim of improving efficiency. All Trusts and Foundation records will transitioned to the new database. By the end of 2018 the Development team will operate on a fully paperless basis.
We anticipate that once the post holder is fully up to speed then a Trusts co-ordinator will be appointed to support the work. This person will need to be trained and nurtured to manage and support trust relationships.
Primary job requirements

- To lead funding relationships with Trusts, Foundations and statutory funds at NYO
- To meet Trust income target as defined by the annual budget
- to lead and co-ordinate Trust funding strategic and operational plans
- to research and co-ordinate research of new Trusts
- To work with the Development Director/CEO/strategic consultant to oversee the preparation and submission of high quality leadership led proposals and supporting materials, as agreed with the Development Director.
- To prepare compelling written cases for each trust to support NYO’s various activities
- To maintain the annual “shopping list” of existing activity and work with our finance team to create bespoke project budgets as needed
- To build positive and supportive relationships with trustees, Trust administrators and Trust staff.
- To meet all reporting requirements of relevant funding bodies.
- To attend monthly team meetings to set and monitor team objectives
- To work with the team to ensure that trusts are present at our concerts and events.
- To work closely with the team to co-ordinate Trust work with individuals and major donors sharing our resources and adapting them to specific funders
- To contribute to evaluation and audit of fundraising activities as required
- To line manager a co-ordinator (to be appointed 2019)

Selection Criteria

This post is a senior post in the Development team. It requires someone with experience and skills with Trusts and Foundation work but also with a flexible and can do attitude to cope with a growing organisation.
The successful candidate must demonstrate the following experience and skills:

- At least 5 years experience of working managing a large trust portfolio
- Proven delivery of grants from trusts of all sizes
- Proven ability to manage a timetable and a large body of work
- Proven experience of working collaboratively across various stakeholder groups to achieve organisational goals
- An excellent communicator who can build strong and effective relationships with colleagues and external contacts
- Excellent attention to detail
- Knowledge of Trust understanding in the sector
- Demonstrated ability to work alone as well as excellent team working and leadership skills
- Willingness to work with the Development team to grow the use of our new database

Terms and conditions

Salary In the region of £38,000 - £42,000 depending on experience
Notice period Two months
Probationary period Six months
Holidays 27 days plus statutory bank holidays
Place of work Somerset House, Strand, London, WC2R 1LA

Office hours are 9.30am – 5.30pm, Monday to Friday. The role will be required to engage with the orchestra’s three annual residencies (each of which is 9-15 days in duration, and away from the office), and further NYO Inspire projects, and therefore the role may include some weekend and statutory holiday working. The Development team does not operate a TOIL entitlement. The NYO office, residency and concert buildings are no smoking areas.

Equal Opportunities

The National Youth Orchestra strives to be an Equal Opportunities employer. The aim of this policy is to ensure that no job applicant, employee or participant receives less favourable treatment on the grounds of racial origin, physical disability, class, gender, sexual orientation, age, political or religious belief. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities. All employees are required to comply with and actively promote this policy.

Applying for the role:

Please apply by letter with a fully updated CV and a completed equal opportunities form by 10am on Thursday 8th February to recruitment@nyo.org.uk. Interviews will take place the following week. If you have any queries about the role, you are welcome to call NYO on 020 7759 1247 or email recruitment@nyo.org.uk.