



GARSINGTON OPERA
AT WORMSLEY



Development Officer



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About Garsington Opera

Located in the stunning Chiltern hills on the Wormsley estate, Garsington Opera is a prestigious summer festival with a fast-growing international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and the Philharmonia. We have recently opened Garsington Studios, which will provide state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Young Artists scheme. This is an exciting time to join an innovative and growing company.

GO Mission

- To enrich the lives of our audiences and participants by producing operas which are theatrically compelling and of exceptional musical standard.
- To encourage and expand knowledge and appreciation of opera through performance and exciting life-long participatory projects with a dynamic, inclusive, outreach programme in the community, for all ages and abilities from diverse backgrounds.
- To discover, encourage and nurture the best young performing talent, particularly from the UK, providing an outstanding programme of development for young professional singers.
- To broaden our audience through appropriate use of digital media.
- To grow our national and international reputation.

A woman with red hair, wearing a long green dress, is singing on a stage. She has her hands clasped in front of her chest and is looking upwards. The background is dark with some green lighting effects.

The Role

At this exciting time in Garsington Opera's development, we are looking to build on our successful track record in fundraising with the appointment of a Development Officer. The role will provide support to the running of our membership programmes and stewardship of our Individual, Trust and Corporate donors across the range of Garsington's work.

The Development Officer reports to the Development Manager and works closely with the Head of Ticketing, Box Office & Membership Services and the Head of Communications & Marketing to implement effective communication, cultivation and stewardship plans to support our fundraising strategies.

The role is full-time based at GO's administration offices in Garsington Studios at Wormsley. Some flexible/homeworking will be considered. Our standard office hours are 9.30 - 5.30, Monday–Friday except during the opera season when evenings and weekends are included as well as occasional events in Oxford and London. During the opera season (May – July) the company wide policy is that no-one takes holiday.



Job Specification

Post: Development Officer

Department: Development, Membership & Box Office

Reporting to: Development Manager

Salary: £24,000 to £28,000

Contract: Full time, permanent

Application deadline: 10am, Tuesday 7 January 2025

First interviews: Tuesday 14 January 2025 at Garsington Studios

Start date: Mid-February

Candidates must hold a full driving license and have their own transport.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Garsington Opera is committed to providing and supporting an inclusive environment that promotes equality, diversity, and inclusion. We are aware how a diverse team enriches our culture, where all can reach their full potential and flourish whatever their background. We encourage applications from all suitably qualified persons, regardless of background, race, sex, gender, disability, sexual orientation, religion/belief or age.



Key Duties and Responsibilities

Membership

- Work with the Development Manager to help implement the annual membership plan to achieve a target of c.£1m including recruitment of new members, renewals and upgrades.
- Support the Box Office team in securing the renewal of outstanding memberships
- Research and create plans for members
- Monitor Development email inbox and distribute emails amongst the team

Fundraising

- Support the Director of Development and Development Manager with prospect research and information for fundraising
- Help inform and deliver the cultivation & stewardship strategy for supporters
- Develop proposals for support and reports in line with agreed strategy of approach
- Administer the moves management plan and monthly prospect meetings
- Arrange and lead bi-monthly prospect meetings
- Support the Development Manager and the Box Office with Gift Aid processes and claims



Stewardship

- Implement an effective donor acknowledgement process and ensure supporters are thanked in a timely way
- Ensure effective gift administration
- Regularly report on unpaid pledges and, where appropriate, follow up with donors
- Manage donor crediting in line with agreed plan
- Assist with members tickets
- Assist the Executive Director, Development Director, and Development Manager in the stewardship of individual donors

Donor communications and reporting

- Draft reports for donors as necessary, liaising with Communications team.
- Create content and liaise with Head of Ticketing, Box Office & Membership Services and the Head of Communications & Marketing on scheduling and sending of communications to donors and patrons
- Draft invitations as required
- Ensure development and membership pages of the website are regularly checked and kept up to date

Trusts and foundations

- Assist on applications to trusts and foundations where necessary and manage own portfolio of trusts and foundations (grants up to £10k)
- Monitor and track requirements, including writing first draft of reports
- Input all gifts on Tessitura and ensure that records are kept up to date
- Research new Trusts and Foundations



Events and Festival season

- Support the delivery of the annual events programme including on-site at the Festival
- Support the donor stewardship strategy for events
- Define who should be invited to events
- Research and produce briefing notes on guest lists
- Help with event set-up and steward guests at events
- Check tents and restaurant prior to guest arrival on-site to ensure correct set-up and provide on-site support and assistance to members and donors
- Lead visits and support tours of Garsington Studios

CRM system

- High level department user of Tessitura database for fundraising activity
- Assist development team with systems advice
- Assist Development Manager/Finance team with reconciliations, audit etc



Skills Required

- Well-developed relationship management skills with the ability to build positive relationships at all levels including with donors, Trustees/Boards and other senior volunteers
- Evidence of an ability to take a systematic and process-driven approach to individual giving prospecting, fundraising and stewardship
- Excellent literacy and numeracy with well-developed writing skills
- Experience of working under pressure within a focused, target-driven environment
- Collaborative approach to working with colleagues and as part of a team
- Able to demonstrate a proactive and creative approach to “moving things on” independently
- Interest in the arts and heritage sector
- Experience of Tessitura or equivalent database



How to Apply

The closing date for applications is **10am on Tuesday 7 January**

Applicants should email a cover letter and CV as PDFs to **admin@garsingtonopera.org**

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Contact details including day and evening telephone/mobile numbers.

Your covering letter should:

- Be no longer than one page
- Summarise why you are interested in this post
- Highlight your relevant experience matching the criteria outlined on pages 6-8
- Detail your notice period (if any)

Successful applicants will be contacted and invited for interview. If you have not heard from us by **Friday 10 January** you should assume that your application has not been successful. We are also unable to give feedback on applications that do not reach the interview stage.



Garsington Opera

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