

# WIGMORE HALL

## **JOB DESCRIPTION**

Role:	Individual Giving Manager
Salary:	£40-42,000 (depending on experience)
Contract type:	Permanent, full-time
Responsible to:	Head of Grants and Donor Care
Benefits:	22 days' annual leave plus bank holidays Enrolment onto Company Pension Scheme (after 3 months) Access to private health insurance (after 6 months) Access to the Employee Assistance Programme Training and development opportunities Hybrid working

## **ABOUT THE ROLE**

As we celebrate our 125th anniversary, Wigmore Hall is embarking on an exciting new phase of fundraising, and we are seeking a highly motivated and strategic **Individual Giving Manager** to join our team. In this pivotal role, you will help secure the philanthropic support necessary to meet our £3.5 million annual fundraising goal, with a particular focus on major gifts. The Individual Giving Manager will be responsible for implementing strategies to double our current donor base at £5,000-£10,000 level over the next three years. You will drive the acquisition of new donors, cultivate key relationships, and provide exceptional stewardship to our growing community of supporters.

The ideal candidate will be results-driven, with a proven track record in individual giving and a proactive, personable approach to building donor relationships. You will play a key role in securing new major gifts and enhancing the donor experience, helping to sustain and grow our vital support base.

You'll be part of a dedicated team working to raise the funds that make everything taking place in this prestigious Hall possible. With our 125th anniversary celebrations on the horizon, and a new phase of the Hall's history ahead of us, this is a fantastic opportunity for a driven individual to make a tangible impact, contributing to Wigmore Hall's continued success and growth, whilst advancing your career in fundraising.

## **MAIN DUTIES AND RESPONSIBILITIES**

### Donor Acquisition

- Lead the development and implementation of strategies to secure new contributions at the £5,000-10,000 level, with an aim of doubling the donor base at this level over the next 3 years.

- Work alongside the Head of Grants and Donor Care to create a structured and efficient system for major donor stewardship, including setting clear strategies and action steps in the CRM system (Tessitura).
- Use Tessitura to identify, engage, and cultivate both current and prospective donors, increasing financial support for the Hall.
- Take initiative to identify and build new relationships with individuals with an aim to approach for annual gifts and bespoke concert sponsorship opportunities.
- Collaborate with the Technology department to ensure accessible data and effective tracking of progress on individual approaches and campaigns.
- Report on the success of fundraising strategies, tracking and measuring progress and providing insights to refine future approaches.

#### Donor Care and Stewardship

- Manage a portfolio of major donors, focusing on those giving at the £5,000-£10,000 level, and develop bespoke strategies to engage and upgrade these supporters.
- Coordinate and host donor meetings, ensuring follow-up actions are recorded and relationships are strengthened.
- Collaborate with the Head of Grants and Donor Care to organise and execute high-profile events, including receptions, dinners, and galas, to engage and retain major donors.
- Provide a welcoming and engaging Front of House presence ahead of concerts, ensuring donors and sponsors are well looked after and feel valued.
- Oversee priority booking for major donors, offering them a personalised experience at the Hall.
- Represent the organisation at Tessitura meet-ups and conferences, staying current on best practices.

#### **PERSON SPECIFICATION**

- A proactive, confident, and personable approach to building relationships and securing new financial support.
- Experience in face-to-face individual fundraising, with a strong track record of acquiring major donors.
- Excellent interpersonal and communication skills, with the ability to engage donors and stakeholders at all levels.
- Strong attention to detail and the ability to create tailored, strategic donor plans.
- A passion for fundraising and a commitment to delivering exceptional donor experiences.
- Experience using CRM systems (ideally Tessitura) to manage donor data and track progress.
- High standard of computer literacy.

- Positive team player with a willingness to collaborate and a professional, solution focused attitude.
- Accountable for own responsibilities.

Working hours are Monday – Friday, 10am – 6pm. Evening and weekend work will be required with time off in lieu given.

Application closing date: 10am on Monday 13 January 2025  
Interviews: First round Thursday 23 January 2025  
Second round Monday 27 January 2025

### **ABOUT WIGMORE HALL**

Wigmore Hall, one of the world's great concert halls, specialises in chamber and instrumental music, early music and song. With a musical history stretching back to 1901, Wigmore Hall is today livelier than ever, offering music making of outstanding quality and a wide range of events in the community. Wigmore Hall's focus is on great musical works, best experienced with a powerful sense of immediacy. The repertoire extends from the Renaissance to contemporary jazz and new commissions from today's most exciting composers. Since 2005, the Hall has grown attendance across its entire programme by over 60 per cent. All in all, it now presents around 500 concerts every year, selling a total of 200,000 tickets, and stages as many Learning events.