

WIGMORE HALL

JOB DESCRIPTION

Role:	Legacies and Appeals Manager
Salary:	£42,000
Contract type:	Permanent. While this role is advertised as full-time, we are open to discussing part-time arrangements for the right candidate.
Responsible to:	Artistic and Executive Director, Wigmore Hall
Directly responsible to:	Head of Development and Marketing
Works closely with:	Head of Membership and Appeals
Benefits:	22 days' annual leave plus bank holidays 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 **Legacies and Appeals Manager** to join our team. In this pivotal role, you will secure support via legacies and individual giving appeals, meet ambitious annual fundraising goals and continue the growth of The Director's Fund. The role 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'll be part of a dedicated team working to raise the funds that make everything taking place in this prestigious Hall possible. 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

LEGACIES

- Lead the implementation of Wigmore Hall's legacy giving strategy, aligned with overall fundraising priorities.
- Engage and steward legacy pledgers, managing their relationship with Wigmore Hall.
- Manage relationships with legators' families and executors, ensuring they are stewarded at the highest level, and legacy gifts are acknowledged appropriately.
- Liaise with solicitors, ensuring excellent communication between them and Wigmore Hall.
- Manage a programme of activity and communications for legacy pledgers and prospective legators, including management of the Wigmore Society and our legacy events.
- Work with Marketing and Publications departments to develop new materials to promote legacy giving.
- Manage 'in memory' giving.
- Embed legacy messaging across wider fundraising activity, ensuring supporters at all levels are given opportunities to consider leaving a gift in their Will.
- Act as an internal ambassador for legacy giving, supporting colleagues to feel confident initiating legacy conversations where appropriate.
- Be conversant with legacy law, Inheritance Tax rules and sector developments.

APPEALS

- Shape and deliver compelling individual giving campaigns and appeals, including the Hall's Audience Fund and Gift Aid appeals, as well as additional targeted and bespoke initiatives that inspire support.
- Take ownership of appeals activity end-to-end, ensuring campaigns are effectively planned and delivered, and contribute to agreed income targets.
- Contribute to strategies that attract new donors and deepen relationships with existing supporters, identifying opportunities to expand our reach as well as grow and diversify the supporter base.
- Monitor and evaluate campaign performance, improving engagement and maximising income over time.

COMMUNICATION AND REPORTING

- Act as the primary point of contact for legacy enquiries and oversee the effective management of legacy gifts from notification through to receipt.
- Ensure accurate and up-to-date records of donors, legacy enquiries, pledges and gifts are maintained on the CRM system (Tessitura).
- Produce regular reports on legacy and individual giving activity, income and pipeline.
- Oversee legacy income forecasting and contribute to reporting as required
- Ensure that all fundraising activities comply with relevant legislation, GDPR and the Fundraising Regulator's Code of Practice.

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 new donors (ideally legacy donors) and/or managing appeals.
- 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 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: 9am on Monday 8 June 2026

Interview date: Monday 15 June 2026

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.