



“one of Britain’s *very best* choirs” (New York Times)

Choir | Consort | Orchestra | Education  
Jeffrey Skidmore OBE Artistic Director & Conductor

## Grants & Individual Giving Manager: Application Pack

Ex Cathedra is a leading UK choir and Early Music ensemble, and much more. Our mission is to share our knowledge and love of singing with as many people as possible in Birmingham, across the UK and internationally - giving our audiences and participants outstanding vocal, cultural and emotional experiences.

We perform a programme of world-class choral concerts, explore and expand the choral repertoire, and nurture young singers aged 3-25. We deliver an extensive programme of projects in schools across the UK and internationally, and an expanding programme of arts and wellbeing activities work - e.g. our *Singing Medicine* project works bedside on every ward at Birmingham Children’s Hospital every week.

The Grants & Individual Giving Manager role supports the growth, development and sustainability of Ex Cathedra by growing income from public funders, charitable trusts and through our *Host of Angels* individual giving scheme.

You will join a small, industrious admin team, with a supportive office atmosphere, and be an important part of the wider Ex Cathedra ‘family’ - an energetic and friendly group of musicians and Vocal Tutors who deliver the highest quality performances and participatory experiences.

We can offer flexibility with your hours. You will need to be willing to support events and concerts, which may take place on evenings and weekends.

Salary: c.£30,000 pro rata  
Hours: 22.5 hours per week (equiv. 3 days)

### How to apply

Please complete our [Application Form](#) and return it, together with your CV:

by email, to: [peter@excathedra.co.uk](mailto:peter@excathedra.co.uk)

or by post, to:

Peter Trethewey, General Manager, Ex Cathedra, CBSO Centre, Berkley Street, Birmingham B1 2LF

Application deadline: 10am, Monday 23 March 2020  
Interviews: Monday 30 March, Birmingham (save the date)

Applicants will be contacted as soon as possible after the closing date and shortlisted candidates invited to interview. We will ask shortlisted candidates to prepare a short task to prepare for interview.

Ex Cathedra is committed to equality of opportunity in its employment practices, and values diversity. To help us monitor our ability to reach a range of applicants, we encourage applicants to complete our [Equality and Diversity Monitoring Form](#). This is anonymous and not used as part of the selection process.

If you have any queries relating to the role or the application process, please contact Peter Trethewey on 0121 616 3411 for a confidential conversation.

## About Ex Cathedra

Ex Cathedra is a leading UK choir and Early Music ensemble with a repertoire that reaches from the 10th to the 21st centuries. Founded in 1969 by Jeffrey Skidmore, the group has grown into a unique musical resource, comprising specialist chamber choir, vocal Consort, period-instrument orchestra and a thriving education programme, aiming to explore, research and commission the finest choral music and to set the highest standards in performance and training.



We present a series of concerts in Birmingham - where we are an Associate Artist at Town Hall & Symphony Hall - across the Midlands, and in London. We enjoy invitations to appear at festivals and concert series across the UK and as far afield as New York and Tel Aviv. We have made a significant number of highly regarded recordings for ASV, Hyperion, NMC, Orchid Classics, SOMM, Signum, and on our own label.

*“a phenomenal feat of musicianship” (New Yorker)*

As well as bringing new insights to choral masterpieces, we are committed to expanding the choral repertoire by rediscovering little-known historical gems and by commissioning and championing great new music.

Nurturing talent is at the heart of our work. Our Academy of Vocal Music provides a choral training pathway for children and young people aged 3-18. Our choral Scholarships programme provides a year-long scheme for recent graduates as they establish their singing career, our Student Scholarships supports singers at the Royal Birmingham Conservatoire, and our Associate Conductor scheme enables emerging conductors to work intensively with the group.

Our learning and participation programme demonstrates our passion for singing being at the heart of schools, and in pursuit of wellbeing. Our team was awarded Outstanding Contribution to the field of Arts in Health by the Royal Society for Public Health (2011).



*Singing Medicine* brings wellbeing through singing-play to children on every ward, every week, at Birmingham Children’s Hospital, *Singing Bonds* works with new families and babies at Birmingham Women’s Hospital, and *Singing Pathways* with adults who have had a stroke or are affected by dementia.

*Singing Playgrounds* trains children as leaders and has been set up in over 1000 primary schools across the UK. *Singing Connections* trains primary school teachers to implement singing-play in support of learning in numeracy and literacy and development of classroom community. *SingMaker* events bring together large groups of children to sing dynamic repertoire written by the team, with complementary songbooks and recordings and teacher training. Our team travels annually to work with schools in Asia, and has also enjoyed working in schools in Uganda, Belgium, and New Zealand, Singapore.

“one of Britain's very best choirs... superb” ([New York Times](#))

“Under the leadership of Jeffrey Skidmore this ensemble has acquired a justly-deserved reputation as one of the UK's finest chamber choirs. This disc [Celestial Bird] will surely enhance its reputation still further. It also serves to remind us that though they made their name for their historically informed performances of Baroque music, much of it rare, they have consistently been highly effective advocates for the choral music of our own time.” ([www.musicweb-international.com](#))

“possibly the best choral experience I have ever experienced as a member of the audience...I was completely absorbed from start to finish. I closed my eyes at times and was transported into the firmament. It was magical. I was enthralled.” ([Arts Council England assessor](#))

“Being a professional choral singer is such a unique vocation, with no real guide book on how to go about your work. Training with Ex Cathedra is that guide book which every young singer wants - lessons in how to be a professional in a safe, supportive environment. I am hugely grateful for this opportunity.” ([Ellie Sperling, 2018-19 Scholar](#))

“I really can't think of a comparative scheme in which a conductor is able to experience the breadth and depth of an organisation, from rehearsals to board meetings.” ([Sarah Latto, Associate Conductor, Spring 2019](#))

“We just want to say a huge thank you for what you do. When Marianne (I think that was her name, the lady with the horses 😊) first visited [redacted] on ward 18 at BCH some time early this year, our little girl was so overwhelmed by all the pokes and treatments and strangers and drugs that make her feel sick that she was quite traumatised and withdrawn. Marianne got out a horse hand puppet and gently sang with us - even though [redacted] didn't want to engage. She left the soft horse puppet behind which was then cuddled for the next few days - and when 'the singing lady' came back to fetch her horse [redacted] was already more willing to play along. And so she came more and more out of her shell and back to her usual cheeky self - the one who chose the super sticky slug in the bravery box to play pranks on everybody which eventually turned into the slimy slug song 😊. I strongly believe that experience of song and the soft hand puppet to cuddle was the beginning of her remarkable recovery!” ([Parent of Singing Medicine recipient](#))

“[Redacted] has been part of the Junior Academy and Girl's Academy for a number of years and has gained so much from the experience. She has loved taking part in *The Nutcracker* at the Hippodrome, *St John Passion* at Symphony Hall and many other projects - amazing opportunities, which would not otherwise be available to her. These academies have expanded her horizons, given her confidence, which she did not have before - to sing to large audiences and in professional performances. This is a fantastic experience, we feel very lucky to be part of it.” ([Parent of Academy of Vocal Music singer](#))



“You lit up the school, not just for the week, but for the entire year!” ([Stephen Holroyd, Principal, Shrewsbury International School, Bangkok](#))

“I have to confess, and this will not help my quest for alpha male of the year, that I had a little moment when the children were singing in the mall. I had to stop singing myself, save the world from witnessing a very embarrassing snot and sniffle incident and compose myself. I thought it was wonderful and I know from the sheer abandonment and exuberance that my children displayed that they did too.” ([Deputy Headteacher](#))

## Role description

### Purpose of the role

To support the growth, development and sustainability of Ex Cathedra by growing income from public funders, charitable trusts and individual donors.

### Main duties & responsibilities

- Maintain and expand our pipeline of prospects for trusts and foundations, in line with organisational priorities
- Respond in a timely manner to opportunities that arise with trusts & foundations, and individuals, working with colleagues across the organisation to develop proposals
- Research, prepare and submit high quality applications to charitable trusts and foundations and public funders, tailored to each as necessary, recording applications made and tracking success of campaigns
- Work with the General Manager and Director of Education, and also Learning and Participation Coordinator to draft, submit and manage funding applications and reporting to Arts Council England and Birmingham City Council, including NPO and project grants
- Develop/maintain donor and trust funding relationships ensuring the highest level of stewardship and long-term cultivation
- Draft and submit timely, comprehensive updates and reports to funders, maximising the opportunity for ongoing or future support
- Work with colleagues and Vocal Tutors to draft case studies, identify outcomes and produce compelling funding narratives
- Manage, develop and promote Ex Cathedra's individual giving programme to increase membership, and ensure excellent stewardship and donor care to secure repeat gifts
- Undertake prospect research to identify major potential donors for Ex Cathedra and work closely with the Fundraising subcommittee to develop approaches and implement plans
- Maintain and evolve processes for recording all interactions with individual donors and potential donors, to track potential donors approached and success
- Manage all communications to individual donors and ensure all donors are stewarded and developed appropriately to maximise their life-time support of Ex Cathedra
- Provide reports for Finance, Board and management team meetings as requested
- Proactively promote Ex Cathedra to potential funders and represent the organisation confidently at external meetings
- Oversee the management of fundraising events and pre-concert receptions for funders, donors and stakeholders, working evenings and weekends as appropriate

## General duties & responsibilities

- To undertake such other duties, training and/or hours of work as maybe reasonably required, and which are consistent with the general level of responsibility of this job
- To have personal responsibility for maintaining personal and professional development to meet the changing demands of the job and Ex Cathedra, by undertaking appropriate training and development activities
- To undertake any health and safety training and related activities such as First Aid, Fire Marshall, etc as required for the post and as required by the organisation
- To act in accordance with Ex Cathedra's financial regulations and procedures
- To comply with legislation and with Ex Cathedra's policies including GDPR, Fundraising Regulations, and Safeguarding vulnerable adults and children

The duties of the post may change and develop from time to time in the light of new legislation, Ex Cathedra's policies, organisational development and social trends. Such development will be monitored in conjunction with the General Manager.

## How it works

Working within - and evolving - our existing Fundraising Strategy, priorities are agreed with the General Manager and Director of Education.

The Grants and Individual Giving Manager reports and works closely with the General Manager. You will need to develop an effective working relationship with the Artistic Director, Director of Education, Learning and Participation Coordinator, wider staff team, with our freelance Vocal Tutors and with key stakeholders.

## Terms

This role is offered as a part-time position, with an initial 6-month probationary period. The role is based at Ex Cathedra's office within the CBSO Centre, central Birmingham, but some flexibility may be offered if required.

Working hours are determined by the needs of the role. There is a requirement for attendance at evening and weekend concerts or other events. The company operates a Time Off in Lieu system.

Ex Cathedra staff are entitled to pro rata 25 days holiday per year, plus bank holidays.

## Person specification

The Person specification provides a list of essential and desirable criteria, which a candidate should possess to be able to perform the job. Each of the criteria listed below will be measured through one or a combination of the following: A = Application form/CV; I = Interview; R = References and T = Task.

| ESSENTIAL  | DESIRABLE  | HOW IDENTIFIED       |
|--|--|----------------------|
| <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• Proven experience of trusts and foundations fundraising and proposal writing, with demonstrable success</li> <li>• A proven track record of delivering income against agreed targets and timescales</li> <li>• Experience of managing and developing relationships with existing and potential funders</li> <li>• Can demonstrate experience of working closely with other colleagues</li> <li>• Experience of working to funder application templates, as well as creating targeted proposals from scratch</li> </ul> | <ul style="list-style-type: none"> <li>• Fundraising experience in an arts or wellbeing environment</li> <li>• Institute of Fundraising or other relevant qualification</li> <li>• Experience managing an individual giving scheme, cultivating and stewarding donors</li> </ul> | <p>A<br/>I<br/>R</p> |
| <p><u>Knowledge &amp; understanding</u></p> <ul style="list-style-type: none"> <li>• Demonstrates understanding and an affinity for Ex Cathedra’s work</li> <li>• Working knowledge of the principles of trust fundraising, including identification, research, solicitation and stewardship of funders</li> <li>• Strong working knowledge of Microsoft Office applications, particularly Word, Excel and Outlook</li> <li>• Understands GDPR and Fundraising Regulations</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience using a donor CRM system</li> </ul>  | <p>A<br/>I<br/>R</p> |

|  |  |                            |
|--|--|----------------------------|
| <p><u>Skills and abilities</u></p> <ul style="list-style-type: none"> <li>• Excellent written, verbal and interpersonal communications skills, with a flair for translating a clear understanding of projects into persuasive, tailored information that meet the needs of different potential funders</li> <li>• Strong inter-personal skills as the first/principal/regular point of contact for many of the organisation’s key supporters, able to confidently advocate for the organisation in external meetings and with prospective funders/donors</li> <li>• Confident with financial information, able to manage multi-year fundraising budgets, and report against both the funder’s and the organisation’s finance requirements</li> <li>• Highly organised, with the ability to manage multiple deadlines</li> <li>• Able to understand complexity and prioritise competing projects, to manage own time accordingly and be proactive where necessary</li> <li>• Attention to detail and meticulous record-keeping</li> </ul> |  | <p>A<br/>I<br/>R<br/>T</p> |
|--|--|----------------------------|