Schola Cantorum of Oxford (Schola) wishes to appoint a Development Manager – a new post to support the Trustees' fundraising activities in support of the choir.

Schola Cantorum of Oxford

Hailed as the premier chamber choir of Oxford University, Schola has long maintained a prestigious reputation in the UK and abroad. Founded by conductor László Heltay in 1960, Schola has worked with many highly respected conductors, including former patrons Sir Michael Tippett and Yehudi Menuhin, as well as Leonard Bernstein, Benjamin Britten, Gustav Leonhardt, John Nelson, Sir Colin Davis, Sir Mark Elder, and Sir Neville Marriner. Previous conductors of Schola include: Andrew Parrott, Nicholas Cleobury, Ivor Bolton, and Jeremy Summerly.

Schola usually comprises around thirty singers, most of whom are students at Oxford University studying a variety of subjects. Rehearsals are during full term, and regular concerts are given in Oxford and elsewhere. The choir has developed a noteworthy international reputation, having toured to Argentina, China, France, Italy, Israel, Malta, Mexico, Spain and the USA in recent years.

Schola has a long history of critically acclaimed recordings. In 2008, the choir recorded music by American composer Randall Thompson on the Hyperion label, and in January 2010 a recording of works by the Finnish composer Einojuhani Rautavaara. Its most recent CD was entitled Oculi Omnium, released in 2015. The choir has frequently appeared on UK and international radio and television, and featured in several of John Bridcut's BBC films, including The Passions of Vaughan Williams; Elgar: The man behind the mask; The Prince and the Composer, presented by HRH the Prince of Wales; and Britten's Endgame, a film to commemorate the centenary of the composer's birth.

In addition to regular concerts in Oxford, recent highlights have included performances at the Dorchester Festival and in Beaulieu Abbey; the opening concert of the Fifth Masevaux International Festival of the Organ, performing with Thierry Escaich, a performance of Bach's St Matthew Passion as part of the St Denis Festival broadcast on France Télévisions, and Berlioz' Roméo et Juliette broadcast on Radio 3 from the Royal Festival Hall under Sir Mark Elder. In 2013 the choir performed Haydn's Creation at the Royal Festival Hall with the Orchestra of the Age of Enlightenment. For the choir's 65th anniversary in May 2015, the current choir was joined by the OAE and distinguished soloists including choir patron Roderick Williams. Significant celebrations are planned for the 70th anniversary on 2 May 2020, which the Development Manager would be expected to play a significant role.

Schola is an Oxford University society, overseen by a board of Trustees who are responsible for its finances and regulatory compliance. Artistic planning and musical standards are the responsibility of the conductor, assisted by a part-time professional administrator (28 hrs/month) and by the annually elected student Chair. The student Committee and Trustees work together in areas that include concert promotion, alumni relations, fundraising and tour planning.

Schola annually awards a Conducting Scholarship to an aspiring young conductor who is given the opportunity to observe and assist the conductor in the musical development and preparation of the choir and, when appropriate, to conduct the choir.

Start date
The Trustees would like the Development Manager to start as soon as possible, and the target date is 1st February 2020.
Development Manager's Responsibilities

Duties of the post:

Regular giving
- Producing a Friends leaflet and making it available at concerts
- Ask existing (friends) donors regularly if they can increase their gift
- Managing communications associated with the friends scheme – including thanking and renewals
- Reconciling friends scheme payments
- Keep the database up to date
- Drafting and sending friends awareness mailings (or including messaging in the newsletters)

Legacy giving
- Produce a legacy fundraising leaflet
- Drafting and sending legacy awareness mailings (or including messaging in the newsletters)
- Administration of donations or promises
- Keep the database up to date

General
- Supporter engagement / maintaining relationships
- Producing copy for the website fundraising pages & keeping the website up to date
- Responding to enquiries
- Regularly updating the trustees on progress, seeking direction and input where required
- Ensure the case for support is maintained up to date
- Increase engagement on social media

Essential Selection Criteria
The successful candidate must:
1. Be experienced in fundraising and/or development
2. Be a self-starter and eager to work independently and flexibly
3. Have experience in engaging with alumni
4. Have experience in digital fundraising
5. Be an excellent copy-writer
6. Understanding the methodology of maintaining a live Database
7. Be a collaborator, working with others and within budget
8. Able to manage competing obligations on time

Desirable Selection Criteria
9. Experience at working within the higher education sector
10. Experience in working within the arts sector

Remuneration and contractual arrangements
The Development Manager will be appointed by, and responsible to, the Trustees. A basic fee of £3,900 per annum will be offered for 5hrs per week. In addition performance related bonuses up to 33% are available. It is anticipated that the Development Manager will operate as an independent contractor and not as an employee of Schola.

Applications
Applications comprising a CV and covering letter should be emailed to the Secretary to the Trustees (Dr Felix Leach) at recruitment@schola-cantorum.net. CVs should include the names and contact details of two referees (at least one of the candidate’s referees should be from the candidate’s current employer). Applications will close at 12.00 noon (UK time) on Thursday 2 Jan 2020. The Trustees reserve the right to invite candidates to submit applications after the closing date.
Candidates in their letters of application should address the candidate’s ability to meet the range of the selection criteria mentioned above.

Interview procedure
Shortlisted candidates will be invited to interview, which is expected to be on Wednesday 8 January 2020. Candidates are asked to keep this date free. The interview panel, is expected to comprise:
- Rose Dixon (Trustee)
- Felix Leach (Trustee)
- Jill Pellew (former Trustee)

http://www.schola-cantorum.net/