

OPERATIONS & DEVELOPMENT DIRECTOR BRIGHTON PHILHARMONIC ORCHESTRA SEPTEMBER 2026



ABOUT THE BPO

Brighton Philharmonic Orchestra (BPO) has been serving audiences in Sussex for over 100 years, performing an annual season of large-scale orchestral concerts at Brighton Dome. Its musicians are drawn from leading London symphony orchestras alongside talented young professional players at the start of their careers.

Led by internationally acclaimed pianist, conductor and curator Joanna MacGregor CBE, BPO has an ambitious vision: **to be a regional orchestra with national significance**, delivering outstanding, artistically bold performances while developing the audiences and musicians of the future.

Alongside its main concert programme, BPO has a growing programme of education and outreach, early-career musician programmes, chamber and ensemble concerts, and new initiatives such as The Listening Club. As a membership organisation, the BPO also runs a proactive membership programme of events, recitals, open rehearsals and communications.

THE ROLE

The **Operations & Development Director** is a senior leadership role, responsible for helping BPO achieve its ambitions during an exciting period of growth and development.

You will work closely alongside the CEO & Music Director Joanna MacGregor as well as the Board. The post-holder will play a leading role in strengthening the organisation's financial sustainability, driving a robust fundraising and income-generation strategy, developing opportunities to increase the orchestra's profile, reach and impact. The post-holder will lead BPO's fundraising activity, developing strong and lasting relationships with individual supporters, sponsors, funders and other key stakeholders. With a strategic approach to growing audiences and membership, they will be a senior representative and ambassador for the organisation.

The role will provide strategic oversight of concert production, marketing and membership, with line management responsibility for the Concerts & Marketing Manager who has day-to-day responsibility for delivering these areas. The role will also line manage our part-time Finance Manager.

This is a broad, hands-on role within a small team, requiring someone who can think strategically while also being willing to get involved in the detail, solve problems and make things happen. The successful candidate will bring energy, initiative and a growth mindset, helping BPO to develop its ambitions while ensuring that the organisation remains well governed, financially sustainable and focused on delivering its outstanding artistic programme.

KEY RESPONSIBILITIES

Fundraising & Development

- Lead the development and delivery of BPO's fundraising strategy
- Build strong relationships with Friends, Patrons, donors and sponsors, developing opportunities for regular giving, major gifts and legacy income.

- Grow initiatives such as principal seat sponsorship, Spring Forwards young players sponsorship and the Conductor's Circle
- Lead a proactive pipeline of applications to Trusts and Foundations to support out outreach programmes and our young players' ensemble Brighton Spring, identifying new opportunities, managing funder relationships and reporting
- Develop BPO's corporate sponsorship, identifying suitable businesses and partnership opportunities
- Use the CRM effectively to manager relationships and opportunities
- Collaborate with the Board and CEO to meet achievable fundraising targets, monitor progress and provide regular updates to the Board

Finance & Governance

- Oversee effective financial management alongside the CEO, Finance Manager and Treasurer
- Lead the preparation and monitoring of the concert budget and overall society budget
- Provide clear financial reporting to the Board
- Support the board's longer-term financial planning and the development of a sustainable financial model
- Oversee appropriate financial controls and procedures
- Support annual accounts, audit/independent examination and statutory reporting
- Ensure appropriate governance, compliance, policies and risk management

Strategy, Growth & Partnerships

- Support the CEO & Music Director and Board in developing and implementing BPO's long-term strategy
- Identify opportunities to grow audiences, income, membership, partnerships and profile
- Develop strategic relationships with cultural organisations, businesses, schools, community organisations and other partners
- Lead the development of education, outreach and emerging musician programmes
- Represent BPO at external meetings, networking events and other engagements

Concert Production

- Work with the CEO & Music Director and Concerts & Marketing Manager to ensure artistic plans are practical and financially viable
- Work closely supporting overseeing and supporting the CEO and the Concerts and Marketing manager with the planning and delivery of BPO's concert programme, supporting the Concerts & Marketing Manager to manage the day-to-day delivery
- Oversee major contractual, financial, operational and organisational decisions
- Maintain senior relationships with Brighton Dome, artists, agents and key suppliers
- Explore new concert venues as required

Marketing, Membership & Audience Development

- Set organisational priorities and objectives for marketing, membership and audience development
- Oversee the relevant budgets and ensure activity supports BPO's artistic and income-generation objectives
- Monitor performance and audience trends
- Ensure marketing and membership activity contributes to long-term organisational growth

Leadership & Team Management

- Support the board and CEO developing BPO's small staff team
- Manage contracts and deliverables for all third-party contractors, including but not limited to social media agency, the orchestral fixer and designers
- Support recruitment, development and performance management
- Encourage a collaborative, positive and ambitious organisational culture

PERSONAL SPECIFICATION

We are looking for an ambitious, proactive and highly capable individual who combines fundraising and relationship-building skills with strong organisational, financial and strategic judgement.

Experience

- Experience in a senior management, leadership, development or operational role
- Experience of fundraising, income generation or business development
- Experience of developing relationships with individuals, funders and/or corporate partners
- Experience of financial management and budgeting
- Experience of working with Boards, Trustees or similar governance structures
- Experience of managing projects, programmes or complex operations
- Experience of managing people and working within a small team

Experience of working in an orchestra or professional performing arts organisation would be desirable.

Skills & Qualities

- Excellent relationship-building and communication skills
- A proactive and entrepreneurial approach to fundraising
- Strong financial and commercial awareness
- Confident representing an organisation publicly
- Impeccable attention to detail
- Ability to multi-task and manage numerous complex projects simultaneously
- Collaborative, positive and self-motivated
- Passionate about music and the role of orchestral music in Brighton and Sussex

NB This is a deliberately broad role within a small organisation, and we recognise that it is unlikely that any one candidate will have every skill or experience listed above. This specification describes the range of capabilities that could contribute to success, rather than a checklist that candidates must meet in full. If you have strong experience across most of these areas, combined with the curiosity, adaptability and enthusiasm to develop in others, we would very much like to hear from you.

SALARY AND WORKING HOURS

Salary: £45,000 - £55,000 FTE depending on experience.

Hours: The role is flexible to offered within the range of 0.7 FTE to full-time, based at our Brighton office with some flexibility for hybrid working. The postholder will be required to attend all rehearsals, concerts and events, which are largely at weekends, with time off in lieu provided. Some travel within Sussex and to London will be required.

APPLICATION PROCESS

Please submit a CV and a cover letter of no more than 2 A4 pages highlighting your suitability to the role to Jonathan.brigden@brightonphil.org.uk. Please include your current salary and notice period.

Applications will be reviewed as they are received, so early applications are preferred.

Application deadline: 14th September 2026.

Start date: October 2026, with flexibility for the right candidate.