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# Philharmonia

## Trusts and Foundations Coordinator

### The Philharmonia Orchestra

The Philharmonia Orchestra is one of the world's great orchestras. Creating thrilling performances for a global audience since 1945, its mission is to create the orchestral experience of the future.

### Artistic Leadership

Celebrated Finn Santtu-Matias Rouvali is our Principal Conductor. Santtu follows in the footsteps of great artists including Herbert von Karajan, Otto Klemperer and Riccardo Muti. His immediate predecessor Esa-Pekka Salonen is our Conductor Laureate and in 2023, Marin Alsop joined the Philharmonia family as Principal Guest Conductor.

This inspirational artistic leadership is at the core of our work on the concert platform, which we then complement with a diverse range of titled artists which change season by season. In 2025/26 our Artist in Residence is dance theatre company Thick & Tight and our Featured Artist is pianist Víkingur Ólafsson. Together with the orchestra, these artists help us shape a programme of performances and projects of the highest quality and distinctiveness.

### Organisational Overview

With over 40 years' Patronage from HM King Charles III and celebrating our 80<sup>th</sup> anniversary in our 2025/26 season we are proud to be a globally active orchestra.

The Philharmonia is a registered charity and as one of the four London self-governing symphony orchestras comprises 80 musicians from 16 countries. The Board is led by Sir Howard Davies and includes a strong player voice through members of the orchestral committee headed up by President James Buckle. The management team of 40 administrative and backstage staff is led by Chief Executive Thorben Dittes and an Executive Team of six.

Our artistic home is the Southbank Centre in the heart of London, where we give around 35 performances a year. We also have residencies in Bedford, Leicester, Canterbury, and Basingstoke, encompassing longstanding Learning & Engagement projects as well as regular concerts. Additionally, the orchestra is resident at Garsington Opera and the Three Choirs Festival. From our administrative base in Bankside, we create around 250 projects and performances annually and in 2024/25 around 180,000 people experienced the Philharmonia sound live.

From LPs to Virtual Reality, we have always been pioneers in using technology to bring our music to the widest possible audience. We have 1 million listeners each month on Spotify, over 500,000 social media followers, and a vibrant YouTube channel with annual viewing figures of almost 3 million.

### The Future

The organisation has taken the opportunity of its 80<sup>th</sup> anniversary to undertake an extensive mission-vision-values exercise, involving musicians, staff, Board and external stakeholders. The resulting forward direction connects its illustrious musical history and artistic DNA of international excellence, with a firm focus on innovation and the future of the orchestral experience for both audiences and musicians.

We are now creating the detailed strategies, operational models and standout defining artistic projects which will enable us to move towards our vision of the future of a thriving, equitable society with orchestral music at the heart of cultural life, where musicians are celebrated for the work they do to make the world a better place.

Could you be part of that future?

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## Trusts and Foundations Coordinator

### Position Summary

The Philharmonia Orchestra is seeking a talented and driven Trusts and Foundations Co-ordinator to help the Development team deliver growing, sustainable fundraised income. Working closely with an experienced senior grant-writer, the Trusts and Foundations Co-ordinator will steward existing funders and develop funding applications for:

- Our programme of 150 concerts a year, including landmark multi-disciplinary concert series;
- Our award-winning Learning & Engagement projects that engage over 15,000 people annually;
- Our talent development programme through which we help improve representation in the talent pipeline;
- Our sector-leading visionary digital and immersive technology programme including our multi-award winning and globally recognised Virtual Orchestra (VR) immersive experiences.

This role will suit someone ready to move on from an entry-level position within a Development team, keen to work in a fast-paced environment, and enthusiastic about taking on their own set of fundraising targets and application deliverables. It is an opportunity for an enthusiastic fundraiser to work within an experienced, inspiring team, to work closely with and learn from one of the most experienced trusts and foundations fundraisers in our sector, and to play a transformative role in a thriving orchestra that on the occasion of its 80<sup>th</sup> anniversary is already looking ahead to Philharmonia at 100.

### Key Responsibilities and Tasks

The primary responsibilities of the Trusts and Foundations Co-ordinator are fundraising from and stewarding Trusts and Foundations, achieved by undertaking the following tasks:

#### 1. Delivering the Trusts and Foundations fundraising strategy, with a particular focus on:

- Identification and cultivation:
  - ☐ Producing lists of prospects to share with the Development Board, via the Director of Development.
  - ☐ Identifying opportunities for cultivation at projects, events and concerts.
- Application development:
  - ☐ Responsibility for developing small to mid-range Trust, Foundation and statutory applications up to £25,000 including copy development, application budget creation (using signed-off source budgets), and sign-offs from project manager and line manager.
  - ☐ Maintaining a strong momentum of application submissions, aiming to fundraise a year ahead of project delivery where possible.
  - ☐ Collaborating with Development colleagues to agree stewarding responsibilities, review prospects, report on Trust & Foundation income vs. targets and identify prospects whose giving objectives align with the Philharmonia's work.
  - ☐ Working closely with colleagues in the Learning & Engagement, Concerts and Marketing departments to build strong, collaborative working relationships in order to source project information to support the development of funding bids.
- Stewarding
  - ☐ Ensuring timely report development and submission, to maximise re-application rates.
  - ☐ Ownership of accurate and comprehensive Trust, Foundation and Statutory accreditation in all collateral and online.

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- Proactive and consistent conduit between prospects and the Philharmonia, managing invitations to supported projects and ensuring consistent, warm and professional relationship management.

## **2 Ensuring efficient administration of Trusts and Foundations fundraising, including:**

- Managing all Trusts and Foundations pledges and grants on our CRM Tessitura, and ensuring data capture and processing is in line with GDPR and other privacy laws.
- Population and updating of Trusts and Foundations submissions, stewarding and reporting tracker.
- Accurate records of all correspondence held in SharePoint.

### **Other tasks include**

- Representing the Philharmonia externally when required.
- Undertaking any other duties reasonably required by the Philharmonia.

## **Skills**

### *Essential:*

- A passion for the arts and belief in their ability to have a positive transformative effect on people's lives.
- An enthusiasm for fundraising.
- A strong work ethic.
- Excellent writing skills with the ability to form a persuasive case.
- Experience in writing fundraising communications.
- Experience of working within a team in a collaborative and supportive manner.
- Exceptional interpersonal and communication skills (verbal and written), with an ability to adapt style for different audiences and members of the orchestra's circle of supporters and senior volunteers.
- Commitment to the mission, vision and values of the Philharmonia.
- Understanding of fundraising and data protection regulation (including GDPR and the Fundraising Regulator).
- Credible experience using a CRM system to record and report on moves management.
- High-level of IT literacy, including the Microsoft 365 suite.

### *Desirable:*

- Knowledge of the Philharmonia and its work.
- Proficiency in fundraising databases.

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## Reporting Structure

Reports to Head of Development

This role will be line-managed by the Head of Development and work very closely with a freelance Senior Grants Writer

## Employment Type

Full time

## Salary and Benefits

- £28,000-£30,000 depending on experience
- Pension contribution of 6% of salary to a qualifying scheme.

## Location

London Southwark head office with travel to various UK locations as required.

## Application Process

- Email CV and cover letter (no more than 2 pages) to: [philharmoniahr@thehrhub.co.uk](mailto:philharmoniahr@thehrhub.co.uk)
- Subject: Philharmonia – Trusts and Foundations Co-ordinator
- Closing Date: 4th February 2026
- First interviews: w/c 9th February 2026

## Equal Employment Opportunity Statement

The Philharmonia Orchestra is committed to ensuring equitable opportunities and a welcoming environment for all those that engage in our work. We strive for a more representative workforce and encourage applications from under-represented groups in the UK arts workforce, particularly those from Black, Asian and Ethnic Minority backgrounds, from lower socio-economic statuses, d/Deaf and Disabled applicants, and those from the LGBTQIA+ community. We are a Disability Confident Employer. If you require any adjustments to apply for this position or attend an interview, email [team@theHRhub.co.uk](mailto:team@theHRhub.co.uk) with 'Reasonable Adjustments - Philharmonia' in the subject line.