



ASHBY JENKINS
RECRUITMENT



Yehudi
Menuhin
School

Yehudi Menuhin School and Ashby Jenkins Recruitment



Grants Manager (Trusts and Foundations)

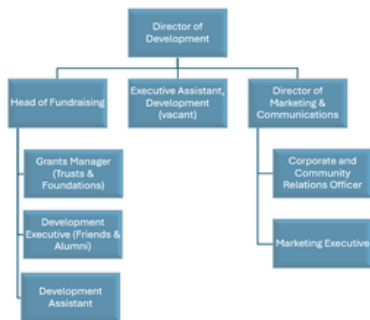
Intro from Zoe Seenan, Director of Development

Thank you for your interest in the Yehudi Menuhin School. We are one of the world's leading specialist classical music schools, with around 90 prodigiously talented young musicians aged 10 to 19 from across the globe. Former pupils include classical superstars such as Nigel Kennedy, Nicola Benedetti, Alina Ibragimova and Alexander Sitkovetsky. The school is highly selective, and places are awarded on musicality, potential, and passion rather than the ability to pay, with over 80% of students in receipt of bursary support.

Throughout our existence we have depended upon philanthropy to fulfil our mission to nurture and educate the world's brightest young string players and pianists. The role of Grants Manager plays a key role in building sustainable income through multi-year and one-off grants and funding partnerships. Reporting to the Head of Fundraising the Grants Manager will own the full grant life cycle and create imaginative and compelling cases for support, contributing to the long term financial sustainability of the School.



Organigram



What we do

Founded in 1963 by celebrated violinist, Yehudi Menuhin – one of the defining figures of 20th century western culture, the school manifested his pioneering vision for a stimulating academic environment in which musically-gifted children, of all nationalities and socio-economic backgrounds, could hone their talents. Standing firm on this foundation, today we are global leaders in music education.

Our innovative approach is underpinned by a broad and balanced academic curriculum, centred in music. Our charitable status and the generosity of philanthropists ensures a place for any young musician with ambition, passion and potential.

Working together, we strive to nurture well-rounded, resilient and happy individuals. We seek to guide all pupils towards a crystal-clear sense of purpose in an ever-changing landscape. 21st century musicians prepared to engage, inspire and astonish 21st century audiences.

Above all else, we encourage pupils to learn to listen — to their teachers, their peers, their instruments, and to the wider world around them. This is how they truly begin to hear themselves and lead healthy, rewarding and exceptional lives, inspired by music.



Job Title: Grants Manager (Trusts and Foundations)

Line Manager: Head of Fundraising

Salary: £40,000 - £45,000

Contract: Permanent, full time (40 hours/week) or 0.8 FTE

Location: Cobham, Surrey - 2 or 3 days per week onsite

Key Duties and Responsibilities

To support the achievement of The Yehudi Menuhin School's strategic goals by securing grants from trusts and foundations and statutory sources, meeting agreed financial targets. The successful candidate will be an experienced and proactive grants fundraiser, able to balance creativity and tenacity with a methodical, process-driven approach. The Grants Manager will report to the Head of Fundraising and sit within the wider Development Directorate.

Fundraising

- Responsible for a portfolio of trusts, foundations and statutory funders - including proactive identification, stewardship, relationship management and comprehensive impact reporting.
- Carry out prospect research, identify suitable prospects, analyse their giving potential and funding priorities and fulfil due diligence requirements.
- Write compelling funding proposals to support the School's future plans.
- Implement effective systems for monitoring and tracking progress and success rates.

Donor Stewardship and Development

- Manage The Yehudi Menuhin School's relationships with a portfolio of existing Trusts and Foundations, whose grants range from 4 to 6 figures.
- Create and regularly review tailored development plans for each allocated trust, identifying and analysing key information to inform actions aimed at maintaining or increasing these trusts' support.
- Ensure invitations are issued to appropriate YMS events and accompany invitees to event.

Financial monitoring

- Monitor restricted spend alongside colleagues in the finance team and project leaders, to ensure all trust and foundation funds are spent in accordance with the terms of the grant
- Lead on preparation of robust project budgets in collaboration with relevant YMS colleagues.

Key Tasks and Duties continued



Proposal Writing and Case for Support Development

- Identify fundable elements of YMS's work and create cases for support for funding proposals.
- Liaise with colleagues on the development of new projects, and secure trust and foundation funders for proposed new work.

Planning and Reporting

- Develop and monitor income and activity plans for donors and projects.
- Maintain accurate and complete records of donor details and communications on YMS' fundraising database (currently Spektrix).
- Contribute to annual target and budget setting.
- Provide timely and accurate reports for the Head of Fundraising and Director of Development.

General Responsibilities

- Understand and support the mission and strategic aims of The Yehudi Menuhin School.
- Contribute to the development of the fundraising strategy for The Yehudi Menuhin School.
- Be aware of and abide by all Yehudi Menuhin School policies and procedures.
- Take appropriate responsibility for records held, created, or used as part of your work for The Yehudi Menuhin School (paper-based and electronic) as per the Data Protection Act 2018 and other relevant legislation and regulations, including GDPR and PECR.
- Undertake other duties as may be reasonably requested of your post.
- Adhere to fundraising compliance and best practice.

Person Specification

Essential Criteria

- Demonstrable experience of trusts and foundations fundraising with a track record of securing grants (four-to-six figure) and meeting income targets.
- Experience of prospect research, funding assessment and due diligence.
- Excellent written communication skills, including persuasive proposals, cases for support and funder reports.
- Strong relationship-building skills across funders, senior stakeholders and internal teams.
- Experience of managing income plans, deadlines and a strong funding pipeline.
- Strong IT and financial acumen, including CRM and restricted grant monitoring.
- A proactive, methodical and collaborative approach, with excellent attention to detail.
- Knowledge of fundraising regulation, data protection and best practice.
- Commitment to The Yehudi Menuhin School's mission and strategic aims.

Desirable Criteria

- Experience of trusts and foundations fundraising in the arts, music, education, independent schools or another mission-led organisation.
- Experience of securing statutory funding and/or grants for major campaigns, capital projects or new programmes.
- Experience of contributing to annual target and budget setting.
- Experience of using Spektrix or a comparable fundraising CRM system.
- Experience of donor cultivation and stewardship through events.
- Knowledge and appreciation of classical music and music education.

Benefits:

25 days annual leave (plus bank holidays)

Generous pension (13.5% employer contribution based on 6% employee contribution)

Free school lunches during term times

Use of the School's swimming pool (when available)

Free lunchtime concerts

Free or reduced tickets for Menuhin School concerts

Discounted tickets to other school events (outside of school)

Free parking

24/7 access to AXA Thrive app for mental wellbeing

AXA Health telephone line access for medical support and advice

24/7 access to DAS counselling services

Life Assurance

A health cash plan provided by Mediacash

Timescales:

To complete an application we need a tailored CV and supporting statement (maximum two pages)

Closing date: 12th October

1st interview: end of October

2nd interview: early November

How to apply:

If you wish to have an informal discussion about the role please contact our partners at Ashby Jenkins Recruitment:

Heather Burgess,
Principal Consultant

heather@ashbyjenkinsrecruitment.co.uk
02030 062787

