



Manchester Camerata

Development Operations Manager



Development Operations Manager



Camerata360*



Manchester Camerata

We make music that matters.
We make music for positive change.

Manchester Camerata is the **UK's most relentlessly pioneering orchestra**; we're a registered charity, rooted in our great musical city since 1972 and with global reach.

Whether performing with the **Pet Shop Boys** live on MTV to over **300 million people worldwide**, or touring international concert halls with the greats of classical music, Camerata exists to transform lives through exceptional music.

Led by our **Music Director, Gábor Takács Nagy**, and with our artistic partners, we play everything from award-winning classical music to orchestral raves, from Sufi songs to Christmas gospel favourites. We are proud to be **Classic FM's** only partner in Greater Manchester. We believe in the transformative power of music – on or off the stage.

Our groundbreaking work on music, health and wellbeing has led to us hosting the **UK's first Centre of Excellence for Music and Dementia**, impacting thousands with our award-winning **Music in Mind programme**.

We are fierce champions for the future of our art form. Our ABO Award-winning **Camerata 360° Ruth Sutton Fellowship** programme develops the talents and skills of the next generation of musicians in the North, setting new standards by equipping them with skills in all the ways music can make an impact.

We achieve all of this from our home, the stunning Monastery in Gorton, working closely with the local area, engaging with schools, youth zones and care homes to create social connections across the community.

At the heart of all our work is an orchestra of exceptional musicians. Led by **Caroline Pether**, our players are known for their

incisive empathy, which they apply to every aspect of their work. **We break down barriers and make orchestral music more accessible**, connecting with people from all walks of life and creating new ways to engage with the art form.

We consistently question, challenge and celebrate what an orchestra can do. We do not expect to find an answer or an end point – this is a positive – but we will keep pushing the envelope. Find out more at **www.manchestercamerata.co.uk**



Development Operations Manager

We are looking for an enthusiastic and motivated 'self-starter' to join our team as Development Operations Manager.

This is a crucial role in income growth for the organisation, responsible for prospect research and structured pipeline management for our fundraisers; managing the Orchestra's supporter database, Beacon, and the data it holds; gift processing and stewardship; and information management.

If this role is for you, you will be a driven, highly organised and efficient individual and have meticulous approach to data management, ensuring data quality and accuracy to help Manchester Camerata achieve its goals.

You don't have to have a classical music background for this position. We just want someone who is passionate about the impact of music and how it can transform lives.

Job title: Development Operations Manager
Reports to: Head of Funding Partnerships, Holly Passingham

Appointment details: 5 days per week / 35 hours (we can be flexible on a variation of this)

Annual leave: 25 days

Salary: £37,000

Places of work:

The Monastery, 89 Gorton Ln, Manchester, M12 5WF

Flexibility on home/remote working possible



Key Responsibilities

Prospect research and pipeline management

- You'll **create streamlined research processes** to build tailored prospect pools for fundraisers, producing brief research profiles, gift capacity and propensity assessments, and network maps.
- You will coordinate **deeper prospect research** and mapping with an external consultancy company if required.
- You'll work closely with **fundraisers to manage their prospect pipelines** and suggest engagement strategies to progress gift acquisition.
- You'll conduct **due diligence** in compliance with our internal Due Diligence Policy and external regulations.

Database and information management

- Following the establishment of a brand-new CRM system, **Beacon**, in 2024, you will ensure data is stored in a structured way, is appropriate and accurate, and is effectively utilised to drive performance and support the development and delivery of the orchestra's strategic objectives

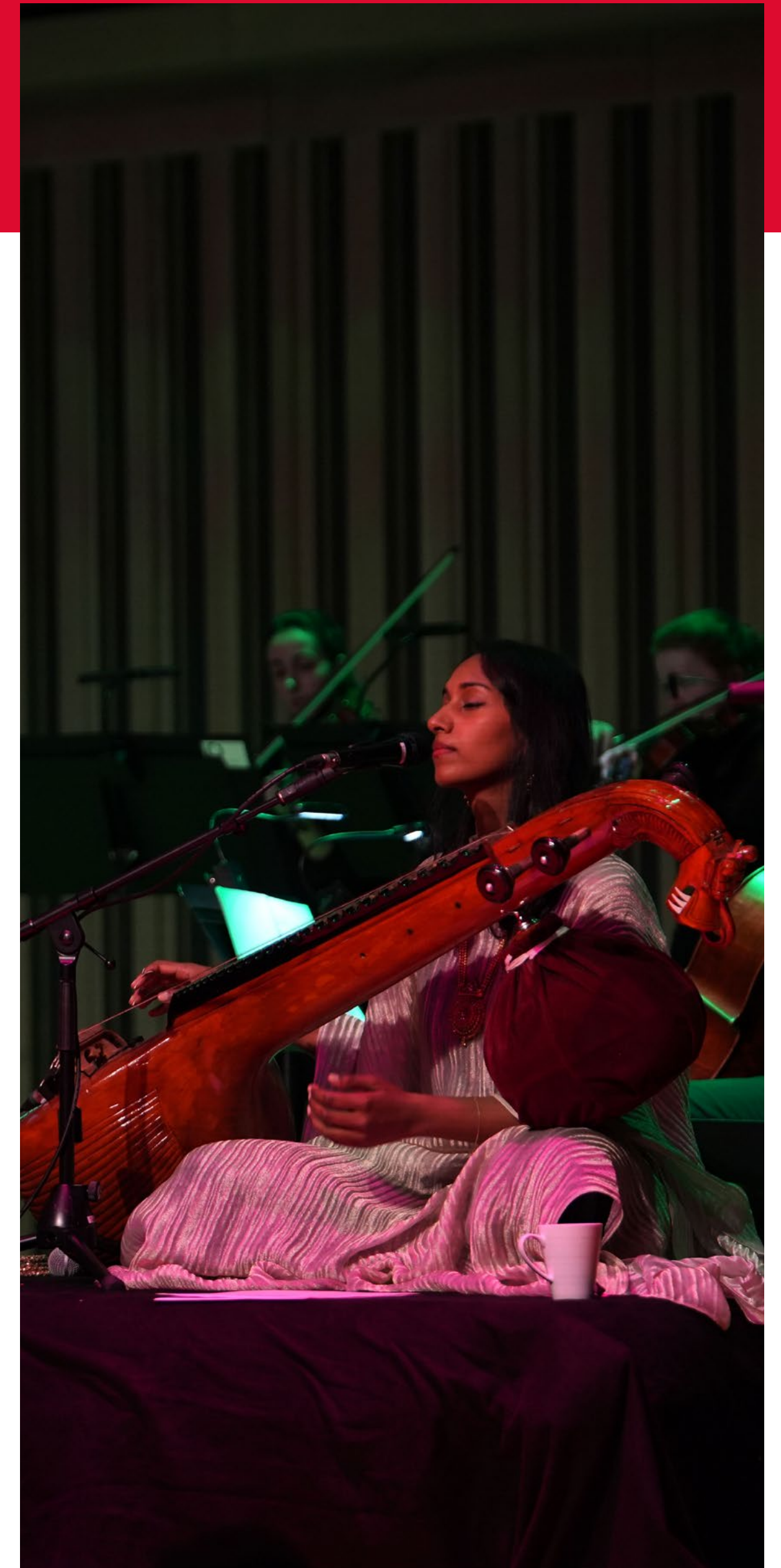
- You will be responsible for **supporting colleagues' effective use of the system** with your data and database knowledge and expertise.
- You will undertake **data interrogation and analysis** to support and maximise the work of the fundraising team.
- You will **support the preparation of funding applications** and reports to donors and funders with reliable data that demonstrates the orchestra's impact.
- You will hold responsibility for **data flow between systems** (for e.g. our finance system, Xero and our new CRM).
- You will manage **regular processes** including the effective import and export of data from our systems.
- To ensure **data integrity**, you'll undertake data development, enrichment and cleaning projects, and find ways to **improve system usage** to ensure the highest quality data is available.
- You'll ensure the organisation adheres to **GDPR and privacy regulations** and keep abreast of changes to regulations.
- You'll champion the effective use of **data insight** to support a data-driven approach.

Gift processing and stewardship

- You will be responsible for robust and accurate **philanthropic income processing** for transactions made by supporters.
- You'll support fundraising colleagues/our CEO to ensure **donors** are thanked promptly and appropriately.
- You'll ensure **Gift Aid** and other regulatory requirements are met for all transactions.

Other

- You will maintain **up-to-date knowledge of system/market developments** to support the identification of opportunities that will improve controls, efficiency and automation.
- You will carry out other such duties as may be required from time-to-time by the CEO, Head of Funding Partnerships, Head of Philanthropy or Head of Communications and Marketing.



Required Skills & Experiences

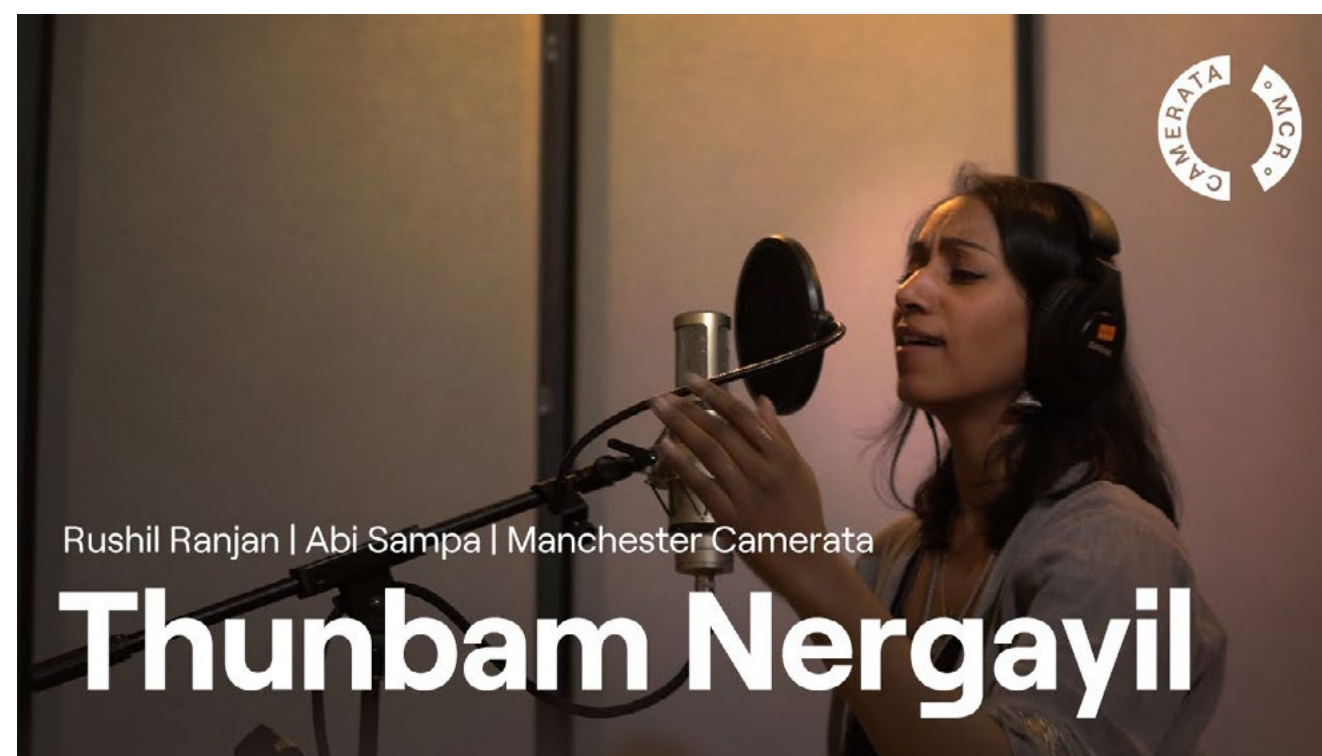
- A **process-driven individual** who possesses a strong skillset in data management, analysis and interpretation to provide actionable insights.
- Excellent **communication and interpersonal skills** to convey complex information to fundraisers and stakeholders.
- Excellent **computer literacy** and experience of working with CRM and finance systems.
- Proven **ability to take the lead** and implement frameworks for best data use.
- Experienced in developing **business and systems processes**.
- An **eye for detail and precision**, with experience of developing and running data quality checks and creating and delivering data improvement and/or cleaning projects.
- Excellent **numerical ability**, comfortable with managing payment processes and the technology that enables this.
- High proficiency with **Microsoft Office** packages.
- Proactive, happy to work both independently and as part of a team, with **excellent communication skills**.
- **Self-motivated and organised**, with the ability to prioritise workloads effectively.
- **Practical working knowledge of the Data Protection Act**, General Data Protection Regulation, Privacy and Electronic Communications Regulations, and Freedom of Information Act, as well as of legislation on charitable giving, for example Gift Aid.
- Passionate about **data** – both quality and usefulness.
- Proven **problem-solving skills**.
- A **keen interest in the arts**.
- Experience of working within a **fast-paced environment**.

Desired Skills & Experiences

- Relevant professional experience and an openness to further training as required
- Experience of working within the charity and/or arts sector.



Videos



How to Apply

Manchester Camerata is committed to equal opportunities and diversity in its workforce and positively seeks applications from all sections of the community.

To apply for this role, please send the following to Holly Passingham, Head of Funding Partnerships:

- **A one-page letter** that tells us about you and why you'll be great at the role
- **A CV** (max 2 pages)
- Deadline for applications is **5th June 2026**
- Interviews will take place during the week beginning **8th June** in person at **The Monastery, Gorton Lane, Manchester, M12 5WF.**

If you think this role could be for you but feel uncertain about anything, or just want to find out more about what's in this document, we'd like to offer you some time to find out more.

Contact Head of Funding Partnerships, Holly Passingham on HPassingham@manchestercamerata.com.

After applying, all applicants will be sent a survey link to help us gather equal opportunities data, which will inform Manchester Camerata's organisational development regarding its Diversity and Inclusion policy and objectives.

Please let us know if you have any additional requirements that will help you with your application.



