



**THE LEEDS
INTERNATIONAL
PIANO COMPETITION**

Development Manager

Leeds International Piano Competition · Leeds, UK

Reports to: Chief Executive Officer

Salary: £33,000-£37,000, depending on experience

Contract: Permanent

Hours: Full-time, 37.5 hours per week (part-time or flexible working considered)

Location: Leeds-based, hybrid working; full-time presence in Leeds required each July-September during Competition and Festival periods

Right to work: Required in the UK

Annual leave: 25 working days plus bank holidays

www.leedspiano.com

About Us

Founded in 1963 and newly guided by Artistic Director Sir Stephen Hough, The Leeds has grown into one of the world's most respected platforms for young pianists - a cultural force rooted in Leeds, and increasingly a forward-thinker for the sector.

Today, The Leeds is more than a global top-tier music competition. We are an organisation driven by artistic excellence, fairness and belief in the transformative power of music. We bring world-class performance to concert halls, streets, schools and online. We champion emerging artists at pivotal moments in their careers and are committed to widening access to piano music through our growing network of street pianos, sharing the inspirational stories we find along the way.

We are ambitious, values-led and collaborative. We care deeply about integrity, imagination and artist care. We believe that excellence and inclusion are not opposites: they are interdependent.

Joining The Leeds means becoming part of a small, focused team working at the intersection of international artistry and local cultural impact.

The Role

Fundraising is led by the CEO, who takes personal responsibility for soliciting major gifts. The Development Manager is the organisation's sole dedicated fundraising and development post, central to sustaining and growing the philanthropic income that underpins the Competition's artistic programme.

Working closely with the CEO and the trustee Development Committee (DevCo), the role manages day-to-day fundraising delivery, from memberships and donor events, to trusts



THE LEEDS INTERNATIONAL PIANO COMPETITION

and foundations as the organisation's database champion, helping the wider team get the most from our systems and records.

This is a hands-on role for someone who is as comfortable building a relationship with a donor at a concert as they are keeping our paperwork in perfect order the next morning. You will need genuine credibility with classical music audiences: a real interest in and knowledge of the art form that donors and supporters will recognise (or enthusiasm to learn), alongside the rigour to make sure nothing, and no one, falls through the cracks.

As the organisation's only dedicated fundraising and development post, you will own the donor cycle end-to-end - from research and solicitation leading to that first thank-you through to renewal, benefit delivery, reporting and recognition. Much of the value you add will be in the detail: ensuring the donor experience is warm and enjoyable, making sure our thanks go out promptly, whether by you directly or by prompting the CEO and trustees to do so, keeping records accurate and up to date, and coordinating the reports that keep funders, the Board and DevCo properly informed. This is arguably where the organisation most needs support, and where a naturally organised, conscientious fundraiser can make an outsized difference.

Working Pattern

This role follows the rhythm of the Competition and Festival cycle. During major delivery periods, particularly July-September 2027 and equivalent periods in future Competition years, activity increases significantly as donor events, hospitality and stewardship of visiting supporters intensify.

Outside peak periods, the focus shifts to fundraising delivery, relationship-building and strengthening the systems and records that support long-term sustainability.

Hybrid working is available; the role is Leeds-based.

Key Responsibilities

Fundraising & Income Generation

- Work closely with the CEO, supporting her in the solicitation of major gifts.

- Write compelling, bespoke cases for support, funding applications and donor proposals, and manage the resulting reporting obligations.

- Personally secure and grow income from trusts, foundations and individual donors, with a demonstrable track record of gifts you have delivered.

- Run and grow the membership/patron scheme, including recruitment, renewals and encouraging additional giving.

- Refine the organisation's legacy giving offer, design and launch a new legacy campaign, and oversee a strong stewardship programme to maintain and grow legacy pledger commitment.



THE LEEDS INTERNATIONAL PIANO COMPETITION

Play an active role in securing corporate sponsorship and in-kind support, working closely with the Head of Audiences, who leads on proposals to corporates and advertisers, to keep this activity aligned with our wider partnership and audience plans.

Build and maintain a live prospect pipeline through proactive research.

Donor Stewardship & Events

Plan and deliver donor events, receptions and hospitality, before, during and after the Competition and Festival.

Act as a confident, credible host for donors and guests, representing The Leeds with warmth and authority.

Ensure every donor is thanked promptly and appropriately, whether personally or by briefing the CEO and trustees to do so.

Administer membership and patron benefits, and design and maintain a donor recognition programme across giving levels.

Fundraising Communications

Develop fundraising communications in collaboration with the Head of Audiences and Marketing Manager, ensuring messages align with organisational brand and audience priorities.

Co-design and deliver integrated, multi-channel fundraising campaigns that engage existing supporters and attract new donors.

Work closely with Audiences and Marketing colleagues to shape compelling fundraising narratives and content across all platforms.

Use audience insights, segmentation and performance data to refine fundraising messaging and improve campaign effectiveness.

Coordinate campaign planning, timelines and content flow across fundraising and marketing teams to ensure cohesive, high-quality delivery.

Database, Admin & Reporting

Own the fundraising CRM/database, ensuring it is accurate, well-structured and kept up to date.

Track gifts, donations, pledges, Gift Aid declarations and grant reporting deadlines, and ensure nothing is missed. Work with the Finance team to ensure accurate and prompt Gift Aid claims are submitted.

Coordinate the reports and updates that keep funders, the CEO, Board and DevCo properly informed.

Bring rigour and attention to detail to the day-to-day admin that keeps fundraising running smoothly.

Governance, Compliance & Ethics

Ensure fundraising activity meets Charity Commission requirements and the Fundraising Regulator's Code of Fundraising Practice.

Apply sound judgement on data protection and Gift Aid compliance.

Champion ethical fundraising practice across the organisation.

Supporting the Development Committee & Trustees

Support DevCo: preparing papers, coordinating meetings and following up on actions.

Work with the CEO and the Chair of Trustees to shape and deliver the Development strategy for the 2027 Competition and beyond.

Person Specification

Essential

A demonstrable personal track record of fundraising success, able to show income you have secured yourself, not only supported others in raising.

Direct experience of fundraising for trusts and foundations.

Experience of friends, membership or patron schemes.

Experience planning and delivering fundraising or stewardship events.

A sociable, credible communicator with genuine knowledge of and enthusiasm for music.

Experience creating and delivering effective fundraising communications and campaigns.

Ability to work closely with marketing and audience teams to produce aligned, high-quality supporter messaging.

Excellent database/CRM skills and a naturally thorough, detail-focused approach to admin.

Working knowledge of the legal and regulatory framework for charity fundraising, including Charity Commission requirements and the Fundraising Regulator's Code of Fundraising Practice, and a commitment to ethical fundraising practice.

Comfortable working with autonomy in a small team, and confident taking the initiative and making decisions.

Excellent written communication skills.

A willingness to travel internationally to further fundraising objectives.

Desirable

Specific knowledge of, or personal connections within, the classical music world.

Experience of fundraising internationally or with overseas donors.

Direct experience of legacy giving.

Experience within an arts, cultural or festival organisation.

Professional Development

As the organisation's sole dedicated fundraising and development post, donor stewardship, membership administration and database management all sit within this role rather than being split with a separate support post, so it carries more responsibility, and more agency to shape it around your particular strengths, than a similarly titled position might in a larger development team.

Sitting close to the CEO and the Board, this is a genuine opportunity for someone ready to take ownership of their own portfolio, with real scope to make a visible, personal impact on fundraising for the 2027 Competition and beyond.

Application Process

We've aimed to keep the process short.

Stage 1: Application

CV (max 2 pages)

A covering statement (max 500 words) setting out your fundraising track record, gifts you have personally secured, and why this role appeals to you

Two referees (not contacted at this stage)

Stage 2: Interview

A conversation with the CEO and a trustee, covering your fundraising track record, approach to donor stewardship and database management, and fit with a small team. Ahead of the conversation, we'll send you our fundraising proposition and case for support, and ask you to either produce something informed by it or talk us through how you'd put it into practice, so we can see how you engage with our case.

Applications close Friday 16 October 2026; start date 21 September 2026.

Application

To apply for the role of Development Manager, please submit all documents in a single PDF where possible, clearly labelled with your name, then email your application to:

Fiona Sinclair, CEO
admin@leedspiano.com



THE LEEDS INTERNATIONAL PIANO COMPETITION

We actively encourage applications from people of all backgrounds, particularly those currently underrepresented within the arts and classical music sectors, and those whose lived experience reflects the communities we serve, in Leeds, across Yorkshire, and internationally.

We are committed to inclusive recruitment and welcome applications in alternative formats. If you would find an informal conversation helpful before applying, or have specific access needs, please don't hesitate to get in touch.

We look forward to hearing from you!