



Senior Philanthropy Manager
Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.



Senior Philanthropy Manager

Summary

The Senior Philanthropy Manager plays a critical role in sustaining and growing the philanthropic income of ENO. They are responsible for managing relationships with a portfolio of high-net-worth individuals and prospects, devising and delivering cultivation and stewardship strategies to deepen engagement and secure major gifts (typically £10,000+).

They will work closely with senior staff, trustees, and artistic colleagues to deliver meaningful donor experiences that align with the company's artistic mission and strategic goals. This is a highly visible role that requires emotional intelligence, creativity, and discretion.

Reports to

Director of Philanthropy & Partnerships

Salary

£50,000-£55,000 per annum

Location

London Coliseum

Hours

35 hours per week, 10am-6pm, 5 days per week, evening and weekend work required



Senior Philanthropy Manager

Key Accountabilities

Identifying New Supporters

- Using a variety of research and in-person methods to identify prospective donors, gather information, and plan an individual cultivation journey for each prospect - drawing on ticket-buying data, Board and Development Committee networks, professional contacts, cultivation events, and print, web, and social media sources

Cultivation & making the 'ask'

- Growing a portfolio of new high-value donors - typically giving, or capable of giving, £10,000+ - through tailored cultivation plans that may include informal meetings, attendance at performances and rehearsals, supporter events, workshops, learning projects, and private dinners
- Creating bespoke engagement opportunities for each prospect you have identified to enthuse them about the work of ENO and secure financial support
- Negotiating written agreements with new partners and letters of agreements with philanthropists to ensure mutually beneficial relationships and work with the Events and commercial teams to ensure all aspects of the contract are delivered
- Developing effective relationships with existing and potential patrons cultivating relationships
- Supporting the CEO and Chair of the Board in managing and soliciting a pipeline of high-quality major donor prospects

Appeals & Campaigns

- Working across the Department and using the full resource of the English National Opera to develop, plan and execute a series of audience facing appeals and campaigns



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Key Accountabilities

Account Management

- Delivering exceptional stewardship for a small portfolio of existing ENO supporters, including personalised communications, bespoke experiences, and access to rehearsals, artists and productions
- Identifying opportunities for upgrading their support and partnering with ENO marketing colleagues to ensure funder visibility
- Supporting the Director of Philanthropy & Partnerships with briefing, pitch decks and strategic input into high-level donor meetings

Leadership & Strategy

- Supporting the overall major giving strategy, feeding into annual plans, targets, and reporting
- Representing ENO at networking events with major external stakeholders
- Championing philanthropy internally and model a collaborative, donor-focused culture

General

- Undertaking any other related duties at the request of the Director of Philanthropy & Partnerships, when required



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Person Specification

Required:

- Excited about the prospect of working at an innovative company, with accessibility at the heart of everything it does
- An outstanding fundraising professional, with experience securing five and six figure gifts
- Highly passionate and well-versed in the arts, music and opera
- Ability to build positive relationships with internal and external stakeholders, including funders of all kinds, audience members, visiting artists and ENO colleagues across all departments
- Dynamic individual with the ability to work independently, and yet collaboratively within the Development Department
- Supportive colleague willing to share their skills, experience and knowledge with other fundraisers in the Department
- Ability to work with and build excellent working relationships with a wide range of visiting directors, conductors, designers and musicians as well as internal ENO staff
- Confident with technology and experience working with ticketing and CRM Systems
- Excellent verbal and written communication and skills and attention to detail
- Evidence of networking and relationship building at a senior level
- Commitment to professional development with a willingness to develop knowledge, skills and experience
- Excellent communication skills and ability to present complex budgets in a simple manner appropriate to different stakeholder audiences

Desirable:

- Experience using Spektrix

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At the ENO, our people play a vital role in helping us create extraordinary encounters with opera and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Spectrum.Life:
 - Confidential support available 24/7, 365 days a year for employees, their partners, and dependents (16+)
 - Wellbeing resources including videos, podcasts, and fitness plans on topics such as sleep health, fitness, nutrition, stress management, and more



Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events



Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Subsidised Staff canteen at the London Coliseum
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Spectrum.Life



“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flies - every day is different and exciting!”



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To Apply

Please send the following to workwithus@eno.org:

- CV
- Covering letter (500 words maximum) detailing your interest and suitability for the role as well as your interview availability based on the dates below

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme, please mention this in your cover letter and let us know of any reasonable adjustments you may need during the interview process.

Application Deadline

9am, Thursday 19 March 2026

1st Interviews

Monday 23 March 2026 (Online)

2nd Interviews

Thursday 26 & Friday 27 March 2026 (London Coliseum)



Applications



Backstage Secrets to Success

Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on workwithus@eno.org so that we can ensure that the stage is ready for your performance.



Confidentiality

Confidentiality is important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

ENO



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