



Role	Development Manager
Hours	0.2 FTE (hours can be worked flexibly across the week)
Contract type	Initial 6 months fixed term with potential for extension (also of hours)
Reporting to	CEO
Location	Hybrid (mainly remote; some on site at Leiston Abbey, Suffolk)
Salary	Up to £35k per annum pro rata (depending on experience)
Holiday	25 days + bank holidays pro rata
Pension	3% employer contribution

JOB DESCRIPTION

Pro Corda is seeking a part-time Development Manager for an initial six-month period with potential to extend and increase in hours. The purpose of this role is to generate vital income to support Pro Corda's music educational activity and historic buildings.

We are seeking candidates with demonstrable success in generating income for arts charities. With a focus on Trusts & Foundations, dynamic written communication is key. Taking initiative, working resourcefully with tight budgets, and the ability to work flexibly and collaboratively, are essential within this small, dynamic charity.

Responsibilities:

- Build and prioritise the prospect pipeline of trusts and foundations, as well as corporates and individuals where relevant.
- Understand and stay abreast of the organisation's aims and activities.
- Write and submit high-quality applications to a range of trusts and foundations, making a clear case for support.
- Communicate with funders in advance of and during the application process to build good relationships on behalf of Pro Corda.
- Achieve minimum fundraising target of c. £75k.

WHO WE'RE LOOKING FOR

We are looking for a motivated fundraiser who is passionate about high quality music education – ideally with an interest in our historic site too - with the fundraising skills, experience and drive to boost Pro Corda's income at this pivotal time for the charity.

Experience working on multiple projects at one time to tight deadlines, with the ability to take initiative in close collaboration with colleagues to achieve collective goals, are essential for this role in our small, ambitious charity.

Pro Corda Trust is a registered charity (no. 1116213) and a company limited by guarantee in England (no. 05829570). Registered office: Leiston Abbey, Theberton, Leiston, Suffolk IP16 4TD



Essential:

- Two years' + experience in a dedicated fundraising role
- Demonstrable success in Trust and Foundation fundraising
- Excellent written communication and interpersonal skills
- Highly organised, with ability to execute plans and schedules, managing own workload and time efficiently to keep to deadlines
- Financially literate, with confidence interpreting and communicating about organisational budgets
- Self-starter with a strong achievement drive and commitment to meeting objectives
- Flexibility to work evening and weekends if needed to engage with Pro Corda's activity

Desirable:

- Knowledge and understanding of classical music and music education
- Interest in historic buildings
- Experience of Arts fundraising

How to apply

Please submit a CV and covering letter to miranda@procorda.com

Deadline

12th April 2026