



Development Coordinator
Recruitment Pack
October 2026

Welcome from the CEO

Thank you for your interest in the role of Development Coordinator at London Mozart Players. We're pleased you're considering joining our team.

This recruitment pack has everything you need to find out more about the role and make your application. If you have any questions or would like to know more, please get in touch at recruitment@lmp.org or on 020 8686 1996.

We're Croydon's Resident Orchestra and have been based in this borough since 1989. Our connection with Croydon and Fairfield Halls is a big part of who we are, and it's where our management team works to bring our musical ideas to life. From performing thrilling orchestral music to commissioning new work and collaborating with our local community, we're always looking for new ways to share what music can do.

This is a very exciting time to join our growing team, as we work towards our 80th anniversary in 2029, and beyond.

You can get to know us a bit better on [Instagram](#) or our [website](#), where you can explore some of our [recent projects](#), learn about our [history](#) and see what's coming up [this season](#).

We look forward to receiving your application.

Chrissy Kinsella
Chief Executive



We are London Mozart Players: the oldest, freshest and most adventurous chamber orchestra in the UK



Set up over 75 years ago by Harry Blech to perform the works of Mozart and Haydn, our mission has evolved into creating bold, ambitious and accessible musical experiences for all. We are proud to be at the forefront of embedding arts and culture into the life of communities across the UK and beyond, performing both new works and music that stays true to our roots. We work with schools and music hubs around the UK and beyond to inspire the next generation of musicians and music lovers. Collaborating with many of the world's greatest soloists and conductors, our work is made in Croydon and celebrated across the globe.

We are incredibly proud to have been based in Croydon for over 37 years. Our work here is relevant for our community, ambitious in scale and genuine in its collaborative nature. Building on the success of Croydon's term as London Borough of Culture – which we launched in April 2023 – our work in Fairfield and around the borough includes new commissions with talented local artists, community showcases with amateur arts groups and multi-genre participatory projects, all presented through imaginative production, engaging video content and immersive staging. We are committed to celebrating Croydon's unique and diverse community and continue to push our artistic boundaries to best serve the borough as its Resident Orchestra.

Working closely with our Principal Conductor and Artistic Advisor Jonathan Bloxham, our work in central London focuses on presenting classical music in unique and accessible formats. Tasting Notes at Smith Square Hall, our innovative musical wine tasting experience, has quickly become one of our most popular offerings with a strong Under 30s audience. As part of our flagship series at St Martin-in-the-Fields, we have enjoyed collaborating with artists including Danielle de Niese, Jess Gillam and Sean Shibe and premiering commissions by Anna Clyne and Stephen McNeff. Piano Explored with Howard Shelley – a series that has run for more than 10 years – challenges the audience/performer boundary with engaging spoken insights from Howard which reveal the secrets and nuances behind the music.

As well as our residencies at Fairfield Halls in Croydon, St John's, Upper Norwood, Thaxted Festival and Grayshott Concerts, our work is enjoyed internationally through our touring in Europe and Asia. In 2025, we launched our American Friends of LMP scheme as part of a tour in the US with our Royal Patron, HRH The Duke of Edinburgh, to expand our ever-growing network of supporters.

Find out more about us at londonmozartplayers.com

Mission and Vision

At London Mozart Players, our vision is to inspire and connect communities through the transformative power of music. We are dedicated to setting the standard for chamber orchestras worldwide by embracing our core values:

- **Always Evolving:** We continually innovate to deliver fresh, engaging performances that captivate audiences and challenge artistic boundaries.
- **Consistently Creative:** Our commitment to creativity drives us to explore new collaborations, reimagine classical works, and pioneer innovative projects that resonate with contemporary audiences.
- **Refreshingly Open:** We foster an inclusive and welcoming environment, reaching beyond traditional concert settings to engage diverse audiences, musicians, and communities.

- **Unashamedly Ambitious:** We pursue excellence with confidence, striving to expand our reach, deepen our impact, and inspire the next generation of musicians and music lovers.

We aim to enrich lives, foster cultural connection, and ensure that classical music remains vibrant and relevant for generations to come.

We are looking for an organised, proactive person with a keen eye for detail to join our Development team. Working closely with the Development Director and colleagues from across the organisation, the Development Coordinator will provide administrative research, data and coordination support to help deliver our fundraising strategy across individual giving, corporate support, Trusts, Foundations and Public Funding. You'll make sure our fundraising activity is well organised, carefully recorded and delivered on time.

As the day-to-day point of contact for our Customer Relationship Management (CRM) system, Beacon, you will also provide practical support for donor stewardship, our Friends of LMP, Chair Sponsors and fundraising events.

This is an exciting opportunity to support the growing function of one of the UK's leading chamber orchestras as we look towards our 80th anniversary in 2029.



Photo Credit: Helen Ho

Fundraising Planning, Pipeline and Administration

- Assist with the preparation of fundraising plans, schedules, briefing documents and other materials required to deliver the annual Development Strategy.
- Attend weekly Development meetings, take minutes and circulate to team.
- Provide administrative support for stewardship activity.

CRM, Data and Fundraising Records

- Act as the day-to-day lead for LMP's CRM system, Beacon, ensuring that it remains accurate, up to date and fit for purpose across all areas of Development.
- Maintain accurate records of individual supporters, Friends, Chair Sponsors, corporate partners, trusts and foundations, prospects, donations, pledges, applications, grants and other fundraising activity.
- Ensure that CRM practices comply with relevant GDPR and data protection requirements.

Trusts, Foundations and Public Funding

- Research potential trusts, foundations, and public funders and other relevant funding opportunities and keep relating records up to date
- Support the Development Director and freelance bid writer with preparation of applications.
- Maintain records of grant awards, restrictions, conditions and reporting requirements within our CRM and/or appropriate systems.

Individual Giving and Memberships Administration

- Lead the administration of the Friends of LMP membership and act as a principal point of contact for Friends enquiries.
- Maintain accurate Friends membership records within our CRM, including new memberships, renewals, payments and communications.
- Support the Honorary Chair of the Friends of LMP with Friends events as well as membership communications and supporter engagement.
- Coordinate Chair Sponsorship membership with freelance manager.
- Support Gift Aid administration, keeping accurate records and ensuring the freelance Bookkeeper has all information to submit the monthly returns.

Job Description (continued)

Corporate Support and Partnerships

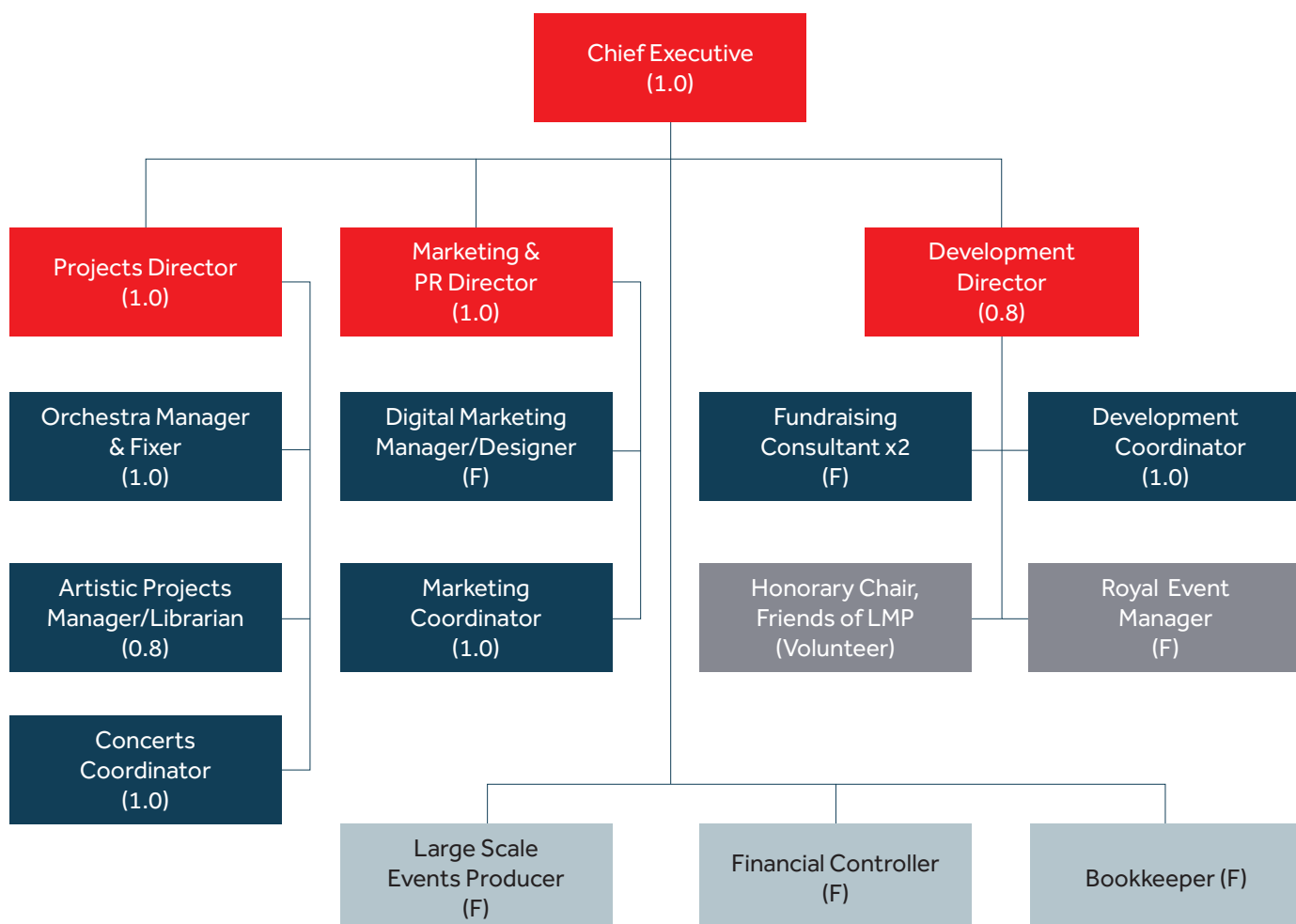
- Support the Development Director with the administration of corporate approaches, meetings, proposals and agreements.
- Maintain records of corporate benefits, sponsorship commitments, acknowledgements and agreed activity.

General administration

- Assist with minuting and chairing meetings as required.
- Monitor general enquiries and office communications.
- Support with general office administrative duties as required.
- Attend LMP concerts and events as required, assisting with front of house and operational requirements including stewarding LMP supporters.

This job description is not exhaustive. Duties and responsibilities will develop as the organisation grows, providing scope for the postholder's own professional development and progression.

This role will require work outside of standard hours including evenings and weekends, for which Time Off in Lieu will be offered.



Person Specification

Essential

- Experience of working in an administrative or fundraising support role.
- Experience of maintaining accurate records and handling confidential information in line with GDPR.
- Excellent organisational skills and exceptional attention to detail.
- Strong written and verbal communication skills.
- Ability to manage competing priorities and work to tight deadlines.
- Ability to work proactively as well as collaboratively as part of a small team.
- A calm, practical and positive approach when working under pressure.
- A fast learner with the ability to pick up new systems with confidence.
- High level of discretion and professionalism when working with confidential data.
- Commitment to equality, diversity and inclusion.
- Confident using Microsoft Office

Desirable

- Experience of working with a CRM or donor database.
- An understanding of fundraising within the charity, arts or cultural sector.
- An understanding of the principles of individual giving, donor stewardship, corporate support and/or trust and foundation fundraising.
- Experience of supporting fundraising events.
- Basic understanding of the UK charity fundraising environment
- An interest in and enthusiasm for orchestral music and the wider arts.



Photo Credit: Sophie Oliver

Terms & Conditions

How to Apply

Contract type:	Permanent, full-time
Salary:	£28,000
Location:	Fairfield Halls, Croydon (with at least 1 day a week from home)
Probationary period:	3 months
Notice period:	8 weeks
Holiday entitlement:	25 days plus bank holidays
Pension:	LMP operates a Work Place Pension scheme via NEST, under salary sacrifice for Employees at 5% and Employer contribution of 5%

To apply, please send a CV and a covering letter stating why you think you are suitable for this role to recruitment@lmp.org

Letters should be no longer than two pages. All applications will be acknowledged. The deadline for applications is **Sunday 15 November, 11.59pm**. Interviews will take place w/c 30 November.

If you choose to use AI to support your application, please treat it as a starting point rather than the finished article. We want to hear your own voice, examples and enthusiasm for LMP.

Please ensure that you complete the Equal Opportunities form which can be accessed via londonmozartplayers.com/equalops

LMP is committed to building an inclusive and diverse organisation that reflects the rich cultural blend of the local community in which it is based. We recognise that diversity in the workplace brings a wealth of benefits to both organisations and the wider community we serve. We strongly encourage applications from people of all ages, of Black, Asian, and ethnically diverse backgrounds, women, trans and non-binary candidates, LGBTQ+ candidates and those that are disabled. If you have any access needs relevant to the application process, please email recruitment@lmp.org.