

February 2018

Dear Applicant,

**WNO Corporate Officer**

Richard Newton Recruitment is delighted to be supporting Welsh National Opera with the recruitment of a Corporate Development Coordinator, based at Wales Millennium Centre in Cardiff Bay.

This is a great opportunity for those looking to develop a career in fundraising, as WNO has one of the largest fundraising teams in Wales, working across the breadth of the fundraising mix and collectively raising £1.7 million per annum. Welsh National Opera is one of Wales' national arts organisations with an international reputation for artistic excellence.

This role is based within the Corporate Team, and specific tasks will include:

- Researching potential corporate donors
- Maintaining records on corporate donors
- Supporting colleagues to develop proposals for consideration by potential donors
- Working with donors to ensure that funding relationships deliver maximum benefits to all parties

No previous experience of fundraising is needed; we are looking for applicants with good administrative skills, confidence, communication skills and levels of project planning and management.

This contract is initially offered on a one-year term but there is a strong possibility of extension to permanent so long as the successful applicant delivers results.

No prior knowledge of opera is needed, though you will have the opportunity to attend WNO events across the UK. This extends from world-class performances through to a broad range of community and youth work.

I'd be delighted to chat to any interested applicants – you can contact me on 029 20 397341 or at [richard@richard-newton.co.uk](mailto:richard@richard-newton.co.uk)

Many thanks



Richard Newton

Consultancy and recruitment for the not-for-profit sector