

**JOB DESCRIPTION**

**Job Title:** DEVELOPMENT MANAGER (up to 4 posts, see below) **Accountable to:** Head of Major Gifts (2 posts); Head of Campaign (2 posts)

**Contract Length:** Permanent

**Hours per week/FTE:** 35

**Weeks per year:** FT

**Salary:** £40,454 - £48,534

**Grade:** 5

**College/Service:** Social Purpose

**Location:** High Holborn/specific college/working from home hybrid

**Purpose of Role:**

UAL's Development Manager roles are fundraising posts situated within the university's central Development department, supporting delivery of UAL's first-ever comprehensive fundraising campaign.

Development Managers will be experienced fundraisers with a successful track record in at least one fundraising discipline – such as major giving, trusts and foundations, corporate fundraising, or events – but with the ability to provide generalist fundraising support to a wide range of colleagues on a variety of activities. In particular, Development Managers must be able to support colleagues with a range of fundraising opportunities and to work closely with specialists in UAL's central Development department (including those leading on major gifts, trusts and foundations, database management and prospect research, corporate partnerships, and alumni relations) to maximise our fundraising efforts.

Tasks will include:

- Managing a portfolio of funding relationships with key individuals and organisations, and supporting non-fundraising staff (such as Heads of College and other senior academics) in maintaining their own relationships;
- Identifying new prospective supporters and developing plans for approach alongside relevant Development and academic colleagues;
- Ensuring that records of all relationships are kept up to date on our central database (Raiser's Edge) and liaising with colleagues to ensure that there is no duplication of approaches across UAL;
- Acting as the Development department's lead with a specific college or other parts of the university, building strong relationships with key individuals, keeping the department updated on key developments in college and keeping the college updated on relevant fundraising initiatives;
- Leading on or supporting specific fundraising initiatives such as events, crowdfunding, appeals, and so on, where relevant.
- Ensuring best practice in all aspects of our fundraising, including but not limited to: data protection, gift acceptance and gift handling, naming conventions, and so on.

It is expected that each post will spend one to two days per week based in UAL's central office in High Holborn and likely one day per week based in specific college(s) they support, although this will vary depending on workload and agreed priorities. Main college locations are as follows:

- **Camberwell, Chelsea and Wimbledon** – the role will be mainly operating from Chelsea College of Arts (closest tube: Pimlico) with some travel to Camberwell and Wimbledon colleges.
- **Central Saint Martins** – King's Cross
- **London College of Communication** – Elephant & Castle
- **London College of Fashion** – Oxford Circus until September 2023; then Queen Elizabeth Olympic Park, Stratford.

**Duties and Responsibilities**

**Managing relationships with existing and prospective supporters in college**

- To manage a portfolio of funding relationships with key individuals or organisations donating to the college, and to support key staff who are not fundraising specialists (such as Heads of College or other senior academics) in

maintaining their own relationships.

- To secure income towards the college's activities and towards overarching university fundraising campaign.
- To identify new prospective supporters and develop plans for approaching them alongside relevant Development and college colleagues.
- To work with senior Development colleagues to deliver regular "prospect meetings" in college enabling us to map and manage the networks of supporters and prospective supporters held by Heads of College and other senior college staff.
- To lead on, or to support others with as appropriate, college fundraising initiatives such as fundraising events, crowdfunding, appeals, and so on, including activities such as gala dinners and auctions, private lunches and dinners, as and when required to do so.
- To keep key college staff updated on relevant UAL-wide fundraising initiatives.

#### **Delivering co-ordinated and consistent fundraising across UAL**

- To ensure that records of all relationships are kept up to date on our central database and to liaise with colleagues to ensure that no duplication of approaches are made across UAL.
- To contribute to relevant Development department meetings where existing and prospective funders are discussed to ensure clarity of approaches.
- To ensure best practice in all aspects of our fundraising, including but not limited to: data protection, gift acceptance and gift handling, naming conventions, and so on.
- To liaise with colleagues in other service departments, including areas such as finance, legal, scholarship administration, and so on, to ensure all donations are dealt with in a consistent and timely manner and in accordance with the wishes and needs of donor and beneficiary.

#### **Contributing to the work of the Development department**

- To act as the Development department's lead with a particular college, building strong relationships with key individuals and keeping the rest of the department updated on key developments in college.
- To contribute towards the development of a Case for Support for the college and for particular college initiatives.
- To contribute towards the implementation of the UAL Campaign Strategy and, in particular, helping to set and monitor KPIs and other measurables, such as approaches made and income secured, which are both relevant and achievable for college fundraising activity.
- To contribute towards general UAL-wide fundraising activities, including events and campaigns, as and when necessary.

#### **Other duties**

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Development Department (Director of Development, Head of Major Gifts, Head of Campaign, Head of Trusts and Foundations, Trusts and Foundations Manager, Development Managers, Development Officers, Head of Development Services, Development Researchers, Head of Partnerships, Partnerships Manager, Alumni Relations Manager).
- College personnel (including Head of College, Deans, Director of College Administration, Director of Change Management, other senior staff, including college colleagues with responsibilities such as social impact projects, business and innovation, academic enterprise, events, and so on).
- Other central functions, such as Finance, Legal, Student Funding Services, Estates.
- Donors and prospective donors
- Beneficiaries of support, such as scholarship recipients

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Development Manager**

**Grade: 5**

<b>Person Specification</b>	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>- University degree, equivalent qualification or suitable professional experience</li><li>- Knowledge of fundraising in the education, arts, cultural or wider charitable sectors</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>- Experience of fundraising, with a track record of securing significant gifts, in the education, arts, cultural or wider charitable sectors</li><li>- A demonstrable understanding of the creative arts and creative industries</li><li>- Experience of devising effective cultivation and solicitation strategies and to work with and track a portfolio of supporters and prospective supporters</li><li>- Strong organisational capabilities</li><li>- Experienced user of Raiser's Edge or similar database</li></ul>
Communication Skills	<ul style="list-style-type: none"><li>- Excellent written and verbal communication skills – ability to absorb and synthesise complex information and create a compelling case for support</li><li>- Excellent presentation skills and ability to adapt style and message to diverse audiences</li><li>- Ability to build strong relationships with a wide range of people, including at the most senior level</li></ul>
Leadership and Management	Manages a fundraising function effectively, ensuring a diverse group of people contribute to successful fundraising efforts
Professional Practice	Meets all professional standards for fundraising and other associated responsibilities (such as data protection, due diligence, ethical gift acceptance, appropriate naming conventions, and so on)

Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and, where appropriate, across or with different professional groups.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: October 2022**