

## JOB DESCRIPTION

**Job Title:** Development Officer (Partnerships)

**Accountable to:** Partnerships Manager

**Contract Length:** Permanent

**Hours per week/FTE:** 35

**Weeks per year:** 52

**Salary:** £33,653 - £41,329

**Grade:** 4

**College/Service:** Development

**Location:** 272 High Holborn

### Purpose of Role:

The post-holder will be a key member of the Partnerships Team, with specific responsibility for donor stewardship, events and gift administration, working closely with the Head of Partnerships and collaborating with the Development Officer (Major Giving and Trusts & Foundations) to support fundraising. This role will also liaise with academic colleagues, UAL Central Services and donors to deliver high quality stewardship and engagement opportunities with these key audiences.

### Duties and Responsibilities

#### CORPORATE RELATIONS AND UAL STAKEHOLDERS

- Provide day-to-day management of existing corporate supporters
- Draft and prepare correspondence with prospects, donors, UAL stakeholders and funders as required
- Develop a small prospect pool of corporate supporters to help generate financial income for UAL
- Attend donor meetings and assist with administrative follow up as required
- Provide project management of corporate sponsored prizes and corporate sponsored events
- Develop and manage templates, research and collate a bank of information and materials to facilitate the production of presentations, proposals and donor reports
- Maintain comprehensive, accurate records of communications with donors, UAL stakeholders and funders using Raiser's Edge and the Partnerships Team filing system to ensure efficient reporting and seamless stewardship of donor and funders
- Create and prepare fundraising presentations, proposals and fundraising materials to support specific projects and campaigns
- Main point of contact for Student Funding for scholarships, bursaries and prizes secured by the Partnerships Team, making available all necessary information to ensure they are implemented seamlessly, as per the contractual agreements
- Collaborate with the Development Coordinator (Major Giving and Trusts & Foundations) to maintain an accurate and detailed database of scholarships, bursaries and prizes
- Produce reports for scholarships, sponsorships, projects and prizes
- Assist with the implementation of best practice for donor relations and stewardship
- Attend internal and external functions (i.e. alumni events; receptions, private views, etc) for the purpose of supporting events and stewarding prospects and donors. Often these will require working evenings and, on occasions, weekends.

#### EVENT COORDINATION

- Coordinate and organise all aspects of UAL's Annual Benefactors Reception including management of the guest lists and all event logistics
- Coordinate and organise Annual Degree Show Tours and assist with Honorary Studio Tours for key UAL stakeholders and prospects
- Management of Partnerships Team corporate guest lists for UAL and College events

#### GIFT MANAGEMENT

- Main point of contact for the development of contracts, gift agreements, donations, grants and sponsorships, liaising with UAL's legal team, UAL finance and donors

- Management of correspondence surrounding contractual arrangements including liaison with academic staff, donors, Student Funding and the Research team
- Process donors and funders' gifts and payments in a timely manner, liaising with the Finance and Research teams to track payments of such gifts and payments.
- Maintain comprehensive financial records to ensure efficient report to Partnerships Team
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures.

#### **OTHER**

- Assist the Head of Partnerships in the preparation of management information to support Executive Management strategic and financial planning.
- Act as a full and committed member of the Partnerships Team, actively contributing to fundraising briefings, development strategy and project meetings and representing the team across the Colleges to a very high standard.
- Work with the Head of Partnerships and the Director of Development to ensure that all legal and compliance requirements, Charity Commission standards and other obligations are met, and changes to legislation and best practice that affect Partnerships and Development.
- Perform such duties consistent with the role as may from time to time be assigned anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity.
- Undertake continuous personal and professional development, and to support it for any staff managed through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- 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.

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

- Partnerships Manager, Head of Partnerships, Director of Development, Development Officer (Major Giving and Trusts and Foundations) and other members of Development Department, Student Funding team, Finance team, Legal department, Scholarship recipients and academic colleagues.

#### **Specific Management Responsibilities**

**Budgets:** n/a

**Staff:** n/a

**Other** (e.g. accommodation; equipment):

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

## Person Specification

<b>Specialist Knowledge/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience of working in a Development Department in HE, Charity or Arts</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Stewardship / relationship building experience with donors or corporates</li> <li>• Fundraising experience with companies and experience in developing partnerships</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Communicates well orally and via presentations</li> <li>• Excellent written skills</li> </ul>
<b>Event coordination experience</b>	<ul style="list-style-type: none"> <li>• Experience of coordinating and managing events</li> </ul>
<b>Gift management</b>	<ul style="list-style-type: none"> <li>• Experience of working on donor contracts and gift agreements</li> <li>• Experience in invoicing</li> <li>• Attention to detail</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Management of projects involving donors or sponsors</li> </ul>
<b>Planning and Managing Resources</b>	<ul style="list-style-type: none"> <li>• Plans, prioritises and organises work to achieve objectives on time</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Works collaboratively in a team and where appropriate with different departments</li> </ul>