

JOB DESCRIPTION	
<b>Job title:</b> Partnerships Manager (Maternity Cover)	<b>Accountable to:</b> Head of Partnerships
<b>Contract length:</b> 12 month Maternity Cover	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £38,010 to £45,603 per annum	<b>Grade:</b> 5
<b>Service:</b> Development Department, OEA	<b>Location:</b> 272 High Holborn, WC1V 7EY
<p><b>What is the purpose of the role?</b></p> <ul style="list-style-type: none"> <li>To devise and take responsibility for stewardship programme to advance a portfolio of corporate supporters, securing philanthropic donations, sponsorship and other financial support.</li> <li>To play a key role in proposal development, new business pitches and contract negotiations for new corporate support.</li> <li>To organise an annual events programme to engage key stakeholders, leading figure in the creative industries and University donors to expand networks, secure new support and generate new contacts.</li> </ul>	
<p><b>Duties and Responsibilities</b></p> <p><b>CORPORATE DONOR/KEY STAKEHOLDER STEWARDSHIP</b></p> <ul style="list-style-type: none"> <li>Develop and implement overall stewardship strategy for UAL corporate donors and key UAL stakeholders</li> <li>Working with Head of Partnerships to manage and develop a pool of existing corporate partnerships to realise the full potential of funders and encourage renewal.</li> <li>Provide day-to-day management of existing corporate supporters.</li> <li>Draft and prepare correspondence with prospects, donors and key stakeholders as required.</li> <li>Provide project management of corporate sponsored prizes and corporate sponsored events.</li> <li>Assist with stewardship of Honorary Awardees in the lead up to and during the week of Graduation.</li> </ul> <p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>Work closely with Head of Partnerships, to identify and cultivate new corporate donors and key UAL stakeholders to ensure they become supporters of UAL (financial or otherwise) in order to achieve the income targets as agreed.</li> <li>Manage a targeted prospect pool to generate 'new business' to UAL</li> <li>Compile, write and deliver high quality and tailored proposals and presentations for UAL priority projects, in collaboration with appropriate colleagues within the organisation</li> <li>Work in collaboration with the University's leadership, Heads of College, University and College staff to develop an understanding of their work and fundraising priorities in order to ensure a planned and coordinated approach.</li> </ul> <p><b>EVENTS</b></p>	

- Devise, implement and organise an annual events programme for stewardship of Honorary Awardees, key UAL stakeholders and UAL donors
- Organise the Annual Benefactors Reception for UAL donors, scholarship recipients and staff

#### **OTHER**

- Line management responsibility of the Partnerships Officer.
- Keep informed of current key corporate mergers, CSR and brand alignment trends in the corporate sector.
- Maintain thorough, accurate and up-to-date records on Raiser's Edge of all corporate funding partners and prospects.
- Attend internal and external functions (eg development events, alumni events, receptions, private views, dinners, etc) seizing every opportunity proactively to seek and cultivate new prospects and steward current donors. These will often require working evenings or, occasionally, week-ends.
- Actively contribute to fundraising strategy meetings, briefings and related activities.
- Represent and promote the University externally, in support of Partnerships to a very high standard.
- Perform such duties consistent with the role as may from time to time be assigned to you anywhere within the University
- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites as necessary.

#### **General**

- Assume other reasonable duties consistent with your role, as determined, which may be assigned to you 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 in your work.
- 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.
- 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.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

#### **Key Working Relationships**

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Director of Development
- Head of Partnerships/Partnerships Coordinator
- Development Department staff
- Corporate donors, sponsors and supporters
- UAL key stakeholders, Honorary Awardees, leading figures in the creative industries
- Key UAL/College staff/academics

#### **Specific Management Responsibilities**

Budgets: N/A

Staff: Management of Partnerships Officer

Other (e.g. accommodation; equipment): N/A

Last updated: 14/01/2019

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Relevant qualification eg. degree or equivalent relevant training</li> <li>• Knowledge of corporate fundraising and HE fundraising activities</li> <li>• Sound understanding of engagement opportunities and dealings with high profile individuals</li> <li>• Knowledge of how partnership activity contributes to a wider university strategy</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Proven track record in creating partnerships with companies to deliver financial and in-kind support</li> <li>• Experience in creating relationships with high profile individuals that directly benefit the university in terms of profile, student experience, networks as well as financially</li> <li>• Experience of working in a Development or External Affairs Department</li> <li>• Experience in project and event management</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Communicates effectively orally and in writing</li> <li>• Excellent writing skills with demonstrable experience of writing copy for proposals and presentations</li> <li>• Ability to give clear presentations and present compelling arguments to generate engagement with companies/individuals</li> </ul>
Leadership and Management	<ul style="list-style-type: none"> <li>• Motivates and manages team members effectively, setting clear objectives to manage performance</li> </ul>
Student experience or customer service	<ul style="list-style-type: none"> <li>• Experience of dealing with difficult situations, referring to others where necessary</li> <li>• Proven ability to deepen and strengthen relationships with company contacts and high profile individuals to encourage renewal</li> <li>• Proven ability to build and maintain positive relationships with internal staff</li> </ul>
Planning and Managing Resources	<ul style="list-style-type: none"> <li>• Plans, prioritises and manages resources</li> </ul>

	effectively to achieve both long term and short term objective
Teamwork	<ul style="list-style-type: none"> <li>• Works collaboratively in a team and with different professional groups</li> <li>• Ability to develop team members abilities and attain greater levels of achievement by encouraging contribution to common goals</li> </ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> <li>• Suggests practical solutions to new or unique problems</li> </ul>

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: January 2019