

JOB DESCRIPTION	
<b>Job title:</b> Development Officer (Major Giving/Trusts and Foundations)	<b>Accountable to:</b> Trusts & Foundations Manager
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £33,653 - £40,267 per annum	<b>Grade:</b> 4
<b>Service:</b> Development Department	<b>Location:</b> 272 High Holborn
<p><b>What is Development?</b></p> <p>Our ambition is to build a highly successful Development team that champions best practice for fundraising and that supports UAL's ambitious, seven-year strategic plan to build on the University's reputation as a world-leader in arts, design and communication education.</p>	
<p><b>What is the purpose of the role?</b></p> <p>The post-holder will be a key member of the Development team, with specific responsibility for donor stewardship and gift administration.</p> <p>Working with colleagues across the team to support the fundraising effort. S/he will liaise with academic colleagues and UAL Central Services to deliver high-quality reports and will develop and maintain systems for the effective management of donor communications.</p>	
<p><b>Duties and Responsibilities</b></p> <p><b><u>DONOR STEWARDSHIP</u></b></p> <ul style="list-style-type: none"> <li>• Provide day-to-day management of donors.</li> <li>• Develop and manage donor communications templates, research and collate a bank of information and materials to facilitate the production of donor reports and proposals.</li> <li>• Supports Major Giving and Trusts &amp; Foundations areas of donor stewardship by writing donor reports, ensuring their timely submission.</li> <li>• Draft and prepare correspondence with prospects, donors and funders as required.</li> <li>• Maintain comprehensive, accurate records of communications with donors and funders using the Raiser's Edge and Development's filing system to ensure efficient reporting and seamless stewardship of donor and funders.</li> <li>• Assist in the drafting of fundraising proposals to support specific projects and campaigns.</li> <li>• Be a main point of contact for UAL's Student Funding Services for scholarships, bursaries and prizes supported by major donors, trusts and foundations, making available all necessary information to ensure they are implemented seamlessly, as per the contractual agreements.</li> <li>• Liaise with colleagues across the team to maintain an accurate and detailed database of scholarships, bursaries and prizes.</li> <li>• Manage the Development's guest lists for UAL and College events.</li> <li>• Assist with the implementation of best practice for donor relations and stewardship.</li> <li>• Occasionally attend internal and external functions (i.e. UAL receptions, private views, cultivation and stewardship events etc.) for the purpose of supporting events. Often these will require working evenings and, on rare occasions, weekends.</li> </ul>	

### **GIFT MANAGEMENT**

- Liaise with UAL's Legal and Finance teams to coordinate gift agreements and income's protocols relating to gifts and grants to the University and its colleges.
- Coordinate the implementation of contractual arrangements across the University, liaising with academic staff, Student Funding Services and members of the Development team.
- Process donors and funders' payments in a timely manner, liaising with Finance and Development Services teams to track and record payments of such gifts.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures.

### **OTHER**

- Assist the Director of Development in the preparation of management information to support Executive Management strategic and financial planning.
- Act as a full and committed member of the Development 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 colleagues across the Development team and the Director of Development to ensure that all legal and compliance requirements, Charity Commission standards and other obligations are met, and be aware of changes to legislation and best practice that affect Development.
- Perform such duties consistent with your role as may from time to time 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.

### **GENERAL**

- Assume other reasonable duties consistent with your role, as determined xxx, 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

<p>effectiveness.</p> <ul style="list-style-type: none"> <li>• Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.</li> </ul>
<p><b>Key Working Relationships</b></p> <ul style="list-style-type: none"> <li>• Director of Development;</li> <li>• Head of Major Giving;</li> <li>• Trusts &amp; Foundations Manager;</li> <li>• Development Managers;</li> <li>• Development Officer (Partnerships);</li> <li>• Development Officer (Legacies) and other members of the Development team;</li> <li>• Student Funding Services team;</li> <li>• Finance team;</li> <li>• Legal team;</li> <li>• Scholarship recipients</li> <li>• Academic colleagues.</li> </ul>
<p><b>Specific Management Responsibilities</b></p> <p>Budgets: n/a</p> <p>Staff: n/a</p> <p>Other (e.g. accommodation; equipment): n/a</p>

Last updated: June 2018

PERSON SPECIFICATION	
<b>Specialist Knowledge/Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to graduate level.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Has experience of working in a Development team in education, the arts or the charitable sector.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Communicates effectively orally, in writing and/or using visual media, ensuring high levels of accuracy.</li> <li>Excellent IT skills, including confident use of the Microsoft Office suite, (Word, Excel, Outlook and Power Point).</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>Is able to work independently without direct supervision.</li> </ul>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>An aptitude for working with donor management databases, such as the Raiser's Edge, with large amounts of data quickly and accurately.</li> <li>Maintains up to date knowledge of services available in own and related areas of work, monitoring standards and levels of service constantly, adapting services and systems to ensure they meet customer needs.</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. Ability to work in a fast-paced environment and to meet tight deadlines.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Works collaboratively in a team and across a complex organisation, or different professional groups.</li> </ul>
<b>Creativity, Innovation and Problem Solving</b>	<ul style="list-style-type: none"> <li>Uses initiative and/or creativity to resolve problems.</li> <li>Deals with difficult situations or confidential matters according to policy and procedures and with diplomacy, referring to others where necessary and appropriate.</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.