

JOB DESCRIPTION

Job Title: DEVELOPMENT MANAGER (4 posts, see below)		Accountable to: Head of Major Gifts (2 posts); Head of Campaigns (2 posts)
Contract Length: Permanent	Hours per week/FTE: FTE	Weeks per year: FTE
Salary: £36,642 - £43,961	Grade: 5	
College/Service: Operations & External Affairs	Location: High Holborn/specific college	

Purpose of Role:

The four Development Manager roles are fundraising posts situated within UAL's central Development department. Each post is allocated to a specific college unit of the university to provide dedicated support to that college's fundraising efforts and to help co-ordinate fundraising efforts across UAL. The four posts are therefore as follows:

- Development Manager (Camberwell, Chelsea and Wimbledon)
- Development Manager (Central Saint Martins)
- Development Manager (London College of Communication)
- Development Manager (London College of Fashion)

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 college staff 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) and the Partnerships team (corporate and alumni relations) to maximise our fundraising efforts.

As a new post, the full workload and priorities of each Development Manager will be developed in association with the Director of Development and key staff in each college to ensure that the role meets college needs, but tasks are likely to include:

- Managing a portfolio of funding relationships with key individuals and organisations donating to each college, 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 college 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 college, 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 others on college fundraising initiatives such as events, crowdfunding, appeals, and so on.
- Ensuring best practice in all aspects of our fundraising as relevant to a college, 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 approximately 2-3 days per week based in UAL's central office in High Holborn and 2-3 days per week based in the specific college(s) they support, although this will vary depending on workload and 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.
- **Central Saint Martins** – King's Cross
- **London College of Communication** – Elephant & Castle
- **London College of Fashion** – Oxford Circus

Recruitment of the four Development Manager roles is part of the largest-ever investment in UAL's fundraising capacity with plans to add a total of seven posts to the Development department during 2017. This investment

reflects the enormous potential for fundraising at UAL, including plans for significant capital projects in a number of colleges, and the recent sign-off of the UAL Development Strategy 2016-2022 by the University's Executive Board.

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, where appropriate, towards overarching university fundraising campaigns.
- 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 Development Strategy 2016-22 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 Campaigns, Head of Trusts and Foundations, Trusts and Foundations Manager, Development Managers, Development Officers, Head of Development Services, Development Researchers).
- Partnerships team (including 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

Person Specification

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">- University degree, equivalent qualification or suitable professional experience- Knowledge of fundraising in the education, arts, cultural or wider charitable sectors
Relevant Experience	<ul style="list-style-type: none">- Experience of fundraising, with a track record of securing significant gifts, in the education, arts, cultural or wider charitable sectors- A demonstrable understanding of the creative arts and creative industries- Experience of devising effective cultivation and solicitation strategies and to work with and track a portfolio of supporters and prospective supporters- Strong organisational capabilities- Experienced user of Raiser's Edge or similar database
Communication Skills	<ul style="list-style-type: none">- Excellent written and verbal communication skills – ability to absorb and synthesise complex information and create a compelling case for support- Excellent presentation skills and ability to adapt style and message to diverse audiences- Ability to build strong relationships with a wide range of people, including at the most senior level
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: March 2017