

JOB DESCRIPTION

Job Title: HEAD OF TRUSTS AND FOUNDATIONS

Accountable to: Director of Development

Contract Length: Permanent

Hours per week/FTE: FTE

Weeks per year: FTE

Salary: £44,708 - £60,013

Grade: 6

College/Service: Operations & External Affairs

Location: High Holborn

Purpose of Role:

The Head of Trusts and Foundations leads UAL's fundraising from charitable trusts and foundations, and other grant-giving sources, for all areas of our work, with the exception of dedicated research funding. The role works with the Director of Development and the Trusts and Foundations Manager to manage all existing relationships with grant-givers across the university and to identify and make approaches to prospective new supporters.

The Head of Trusts and Foundations is responsible for maximising UAL's income from grants, ensuring all reporting and other obligations are met, and recording grants and relationships appropriately. The role will develop strong relationships not just with grant funders, but also with senior colleagues across the university, ensuring that our approaches and reporting to our existing and potential funders is comprehensive, compelling and joined-up.

The Head of Trusts and Foundations will lead on the approaches made to grant funders as part of the university's first-ever comprehensive fundraising campaign, currently being planned. The full priorities for the campaign are still to be finalised, but are expected to include UAL's hugely ambitious capital plans (including entirely new campuses for the London College of Communication and the London College of Fashion within the next five years), support for students facing increasingly difficult living conditions in London, and a wide range of projects with significant social impact.

The Head of Trusts and Foundations is responsible for line-managing the Trusts and Foundations Manager and will work closely with the Head of Major Gifts, Head of Campaigns, Head of Development Services and Head of Partnerships as well as the Director of Development and other senior UAL staff.

Recruitment of the Head of Trusts and Foundations is part of the largest-ever investment in UAL's fundraising capacity with seven new posts added to the Development department during 2017 and 2018. This investment reflects the enormous potential for fundraising at UAL, including plans for significant capital projects in a number of colleges, and a first-ever comprehensive fundraising campaign.

Duties and Responsibilities

Raising funds from trusts and foundations

- To raise funds for UAL in the form of significant grants from charitable trusts, foundations and other grant-giving organisations as appropriate.
- To manage the relationships with existing grant funders, including ensuring that key senior staff from UAL engage with relevant foundations as and when necessary.
- To work with the Trusts and Foundations Manager and research team to research, develop and manage a portfolio of relevant prospects and pipeline of targeted grant opportunities.
- To work with the Trusts and Foundations Manager and research team to produce research notes and briefings and undertake appropriate due diligence in order to prioritise approaches and optimise success.
- To produce compelling proposals, reports and other documents for all grant funders.
- To generate significant income towards UAL's first-ever comprehensive fundraising campaign and our ongoing core work.

Relationship-building and management

- To build strong relationships with all those who will be vital to the success of UAL's grant fundraising, including the Vice-Chancellor, Deputy Vice-Chancellors, Heads of College, other members of the University's Executive Board, senior academics, and governors and other senior advocates for UAL, including the Chancellor.
- To line-manage the Trusts and Foundations Manager.

- To support the Director of Development in setting targets, both financial and non-financial, for grant fundraising, including the likely contribution towards the UAL campaign.
- To work collaboratively with peers, such as the Head of Major Gifts, Head of Campaigns, Head of Partnerships and Head of Research, to ensure that our fundraising is collaborative and co-ordinated.

General duties

- To help set, and to meet, appropriate activity and financial targets.
- To work with colleagues on ensuring appropriate recognition of grants, the appropriate expenditure of grants, and the appropriate and timely reporting on grants.
- To work with the Trusts and Foundations Manager on maintaining accurate database records and to follow all internal policies and procedures to the highest standards.
- To work with other teams – such as Finance, Legal and Student Funding Services – to ensure that all necessary obligations are met and exceeded where possible.
- To adhere to the highest standards of fundraising best practice at all times.
- To actively contribute to briefings, meetings, events and related activities as required.

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, 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
- Beneficiaries of support, such as scholarship recipients

Specific Management Responsibilities

Budgets: None

Staff: Trusts and Foundations Manager

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Head of Trusts and Foundations

Grade: 6

| Person Specification | |
|-------------------------------------|---|
| Specialist Knowledge/Qualifications | <ul style="list-style-type: none">- University degree, equivalent qualification or suitable professional experience- Knowledge of fundraising from trusts and foundations in the education, arts, cultural or wider charitable sectors |
| Relevant Experience | <ul style="list-style-type: none">- Experience of senior-level fundraising from foundations, with a track record of securing major 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 foundation funders and prospective funders- Experience of managing successful fundraisers- Strong organisational and management 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 | Motivates and leads a team effectively, setting clear objectives to manage performance |
| Professional Practice | Meets all professional standards for fundraising |

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| | 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 manages resources effectively to achieve long term objectives |
| Teamwork | Builds effective teams, networks or communities of practice and fosters constructive cross-team collaboration |
| Creativity, Innovation and Problem Solving | Thinks creatively and suggests practical solutions to new or unique 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: May 2018