



## JOB DESCRIPTION



<b>Job Title</b>	Development Manager (Individuals)
<b>Department</b>	Development & Alumni Relations Office Guildhall School of Music & Drama
<b>Grade</b>	D
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Deputy Head of Development
<b>Responsible for</b>	Development Officer (Individuals)

### **Development and Alumni Relations at the Guildhall School**

The Development & Alumni Relations Office (“DARO”) at the Guildhall School is responsible for securing revenue and capital income from a wide variety of philanthropic sources including individuals (major gifts and regular giving programmes), grants from trusts and foundations, legacy gifts, corporate support and fundraising events.

It is also responsible for managing and growing mutually beneficial relationships with alumni of the School, Fellows and other supporters.

The team works closely with academic and administrative departments across the School, partner organisations, the Guildhall School Trust, the Board of Governors and other senior volunteers to maximise support for the School, its students and alumni.

### **Purpose of Post**

The post-holder will work as part of the Fundraising team within DARO and focus on developing long-term relationships with a portfolio of prospects to secure major gift commitments in support of the Guildhall School. The role will be highly target-driven, both in terms of funds secured and interaction with prospects. As with every member of the Development team, the Development Manager will be committed to providing the highest level of service to external and internal stakeholders.

### **Key Relationships**

- Deputy Head of Development (Line Manager)
- Development Officer (Individuals) (direct line report), Head of Development and other members of the DARO team
- Principal, Vice Principals and Senior Management Team (Directors of Music, Drama, Acting and Production Arts etc.)

- Senior volunteers (Trustees and Governors of the School)
- Other DARO and External Affairs team members
- Internal stakeholders such as students, academic, administrative and professional staff
- External prospects and donors, alumni, fellows, former staff, and parents of students

## **Main Duties & Responsibilities**

### **Fundraising**

1. To raise funds of £5,000+ from individuals in support of priority fundraising at the Guildhall School. As well as student support and scholarships, this includes projects related to world class training, artistic citizenship and research
2. To use the department's prospect management system to maintain regular face-to-face and personal contact with fundraising prospects and existing donors in a dedicated portfolio as part of ongoing cultivation and stewardship activities
3. To prioritise actions with an agreed portfolio of prospects, including the timely and direct solicitation of gifts, in order to maximise the funds secured
4. To achieve a personal fundraising target agreed on an annual basis and, in liaison with the Deputy Head of Development to monitor progress against this target on a regular basis throughout the year
5. To line manage the Development Officer (Individuals) in meeting agreed fundraising targets set for membership programmes, Patrons, Circle and Take Your Seat and monitor income from all other Regular Giving donors and appeals
6. To ensure that interactions, cash donations and pledges are acknowledged and recorded accurately on the department database (Raiser's Edge) in a timely fashion
7. To steward and cultivate the School's relationships with legacy pledgers and intenders.

### **Planning, proposals and reporting**

8. To identify, research and qualify potential new donors in collaboration with senior colleagues and plan appropriate and bespoke personal approaches
9. To work with the Development Events Manager to plan and execute regular and suitable cultivation/stewardship events for prospective donors and other external guests, liaising with DARO colleagues as appropriate.
10. To provide comprehensive and regular activity or moves management reports on progress with individual prospects or groups of prospects for the Deputy Head of Development, Head of Development or Principal

11. To provide day-to-day stewardship and cultivation support for individual donor relationships fronted by senior member of staff including Vice Principals, Heads of Faculties, Head of Development, Deputy Head of Development and the Principal
12. To prepare bespoke written proposals for potential donors and reports on grants or donations for existing funders as appropriate

### **Relationships**

13. To maintain excellent working relationships with senior staff, high-level volunteers (Trustees of the Guildhall School Trust, Governors of the School, and members of Common Council), existing donors and other external stakeholders to maximise their involvement in the School's fundraising activities
14. To ensure that high-level donors are thanked and stewarded appropriately in liaison with colleagues in the Development team and to involve them in the School's ongoing programme of performances and other activities
15. To liaise as appropriate with students and staff at all levels in the academic and administrative departments of the Guildhall School

### **Other**

16. To take an active role in the Fundraising and DARO teams by contributing to wider departmental plans and fundraising strategy as appropriate
17. To be available to work outside of normal working hours in order to attend events and performances, to cultivate potential donors and to steward existing supporters as required
18. To keep abreast of good practice in major gifts fundraising in the higher education and arts sectors along with funding initiatives and government policies and changes
19. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
20. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
21. To undertake any other duties that may reasonably be requested appropriate to the grade

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<b>Department</b>	External Relations, Guildhall School of Music & Drama
<b>Grade &amp; Level</b>	D <span style="float: right;"><b>Level: 2</b></span>
<b>Trent Position Number</b>	19D0124/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

**Technical Skills / Professional Qualifications / Relevant Education & Training**

- Good working knowledge of the General Data Protection Regulation (GDPR) and tax-efficient giving (e.g. Gift Aid) and their implications in development work (A) (I)
- Awareness of the Institute of Fundraising’s Codes of Fundraising Practice or equivalent (A) (I)
- Excellent knowledge of Microsoft Office including Word, Excel and PowerPoint (A)
- Experience of using fundraising/relationship databases, especially Raiser’s Edge (A)
- Exceptional communication skills (written, verbal, presentation and listening) (A) (I)

**Experience Required**

- Experience of major donor fundraising – with experience of successfully making 5 and 6-figure fundraising asks (A) (I)
- Demonstrable experience of achieving significant, personal financial targets through fundraising activity (A) (I)
- Experience of working in an HE environment or performing arts industry (A) (I)
- Good understanding of the strategic role of development within a major international educational institution that serves the performing arts industry (A) (I)
- Flexible and organised with the ability to prioritise effectively and manage more than one project at once (A) (I)
- Ability to communicate and negotiate effectively at all levels (A) (I)
- Able to act as an external ambassador for the Guildhall School and its activities (A) (I)
- Organised and able to meet deadlines (A)
- Effective and dynamic team player (A) (I)

- Excellent time management (A)
- Interpersonal skills of the highest calibre (A) (I)
- Ability to develop strong relationships with an external network of donors and potential donors to the School (A) (I)
- Able to develop and sustain relationships with Guildhall School colleagues and students (A) (I)
- Exceptional communication skills (written, verbal, presentation and listening) (A) (I)
- Self-motivated and a self-starter (A) (I)
- Able to use own initiative and make decisions (A) (I)
- Have an awareness and sensitivity to the distinctive issues faced by the School's students and graduates and able to respond imaginatively to the challenges that this creates (I)
- Interest in the performing arts (A) (I)

**Other Relevant Information e.g. working hours or desirables (only if applicable)**

35 hour week per week. Regular out-of-office-hours working in order to meet with donors and represent the School at performances for which time off in lieu may be available

**Recruitment – Note to Applicants**

*The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.*

*Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*



## Summary of Terms and Conditions of Employment



Job title: Development Manager (Individuals)

Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### Salary

The salary range for this job is £36,060 - £40,750 including Inner London Weighting per annum. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

### Contract

The job is offered on a permanent basis.

### Hours of Work

Normal office hours are 9.30 – 5.30pm, being 35 hours per week excluding one hour unpaid lunch, Monday to Friday.

### Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### Annual Leave

There is a minimum entitlement of 28 days annual holiday pro rata, plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish

to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Two months in writing by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.