

## Job Description

**Job Title:** Development Officer (Organisations)

**Department:** Development & Alumni Relations Office, Guildhall School of Music & Drama

**Grade:** C

**Location:** Guildhall School of Music & Drama, Guildhall North Wing

**Responsible to:** Development Manager (Organisations)

**Responsible for:** N/A

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

### 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, liveries and 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 within DARO focusing on stewardship and renewal of a portfolio of organisational donors, fundraising for donations up to £10,000 and the preparation of donor impact reports and campaign funding applications. The role will be responsible for the upkeep of donor crediting throughout the School and will assist the Development Manager in co-ordinating the scholarship matching process between donors, scholars and staff. As with every member of the team, the Development Officer will be committed to providing the highest level of service to external and internal stakeholders.

### Key Relationships

- Development Manager (Organisations) (line manager)
- DARO and Advancement team members
- Organisational donors & prospects: Trusts & Foundations, Liveries, Companies.
- External and internal stakeholders, such as staff, students, and senior volunteers

## **Main Duties & Responsibilities**

### **Fundraising & Stewardship**

1. To steward, renew and uplift a portfolio of organisational donors, including writing proposals, drafting correspondence and gift agreements, informing donors of scholar performances, invitations to performances and other activities in line with DARO's solicitation and stewardship plans;
2. To manage our obligations to endowments where named scholarship awards should be matched to students annually in the Scholarship Matching Process and credited in our donor roll;
3. To maintain accurate database records for all organisational donors including recording communications, invitations, consents and updating contact information;
4. To draft impact reports and other materials for organisational major donors as directed by members of the team;
5. To work with the Development Officer (Individuals) on the School's annual direct mail appeal, approaching and acknowledging any support solicited from livery companies and other organisations;
6. To ensure that donors are acknowledged appropriately in programmes and other publications, digital, web-based and physical media and to be responsible for the annual updates of donor crediting throughout the School;
7. To create and maintain a resource 'library' of real-life scholar case studies and quotes for use by the whole team, along with statistics on scholarship allocation.

### **Scholarship Matching Process**

8. To assist the Development Manager in co-ordinating the Scholarships Matching Process, working closely with Heads of Department and the team to ensure donors and students are matched appropriately and in accordance with all gift restrictions;
9. To facilitate and ensure the team's regular input to the Donor Data Spreadsheet for scholarships, on which all restrictions are recorded for the Scholarships Matching Process;
10. To prepare written and verbal Scholarship Responsibilities notices for students for communication to them in Induction Week;
11. To work closely with and direct the Development Administrator in the preparation of bespoke scholarship communications for each Relationship Manager including: Scholarship Matching letters, Scholarship Thank You letters from students, Scholarship End of Year Reports from students;
12. To support the Supporters' Evening with Scholar and Donor Matching information for the team;



13. To manage the contact between students and donors through the Scholarships Fund processes in liaison with colleagues within the team and to be the first point of contact in the Development Office for student enquiries regarding scholarships and awards.

#### **Other**

14. To maintain good relationships with staff at all levels in the academic and administrative departments of the Guildhall School, students, Governors, Trustees of the Guildhall School Trust, and external supporters and stakeholders;
15. To represent the Guildhall School, Advancement division and DARO team at various School events and performances and external functions outside usual working hours when required;
16. 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.
17. 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.
18. To undertake any other duties that may reasonably be requested appropriate to the grade



# Person Specification

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**Grade:** C

**Trent Position number:** 19D0147/001

**DBS Criterion:** No DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

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.

## Experience Required

- Demonstrable experience in a similar fundraising, stewardship or communications role is essential (A, I)
- Experience of researching and writing engaging content for fundraising and stewardship communications (A, I)
- Experience of working in an HE environment, the arts industry or the wider charity sector is essential (A, I)
- Experience of using fundraising/relationship databases (A, I)

## Technical Skills & Knowledge

- Excellent written communication skills with the ability to research and write persuasive and engaging content for websites, publications, reports and fundraising appeals (A, I)
- Excellent verbal communication skills with the ability to successfully develop productive relationships with an external network of alumni, donors and potential supporters of the School (A, I)
- Good working knowledge of GDPR and tax-efficient giving (e.g. Gift Aid) and their implications in development work (A, I)
- Good awareness of the Institute of Fundraising's Codes of Fundraising Practice or equivalent (A, I)
- Good understanding of the strategic role of supporter relations within a major international institution or organisation (A, I)



- Able to use own initiative with the flexibility to prioritise effectively and coordinate more than one workstream at once (A, I)
- Ability to develop and sustain relationships with Guildhall School colleagues and students (A, I)
- Ability to develop 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 these create (A, I)
- Interest in the performing arts (A, I)
- High level of proficiency in Microsoft Office including Outlook, Word, Excel and PowerPoint (A, I)
- Good knowledge of Raiser's Edge or other fundraising/relationship databases is essential (A, I)

### **Other Relevant Information**

35 hours per week. Regular out-of-office-hours working is required in order to meet with donors and represent the School at performances and events 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) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***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**

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 **£36,900 - £40,850**, including Inner London Weighting, inclusive of all allowances. 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.

### **Contract**

The position is offered on a permanent basis.

### **Hours of Work**

Normal hours of work are 9.30am – 5.30pm, being 35 hours per week excluding lunch breaks, Monday-Friday but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

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

### **Annual Leave**

There is an entitlement of 24 days annual holiday. 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. 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' notice 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**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.