

PHILANTHROPY OFFICER

Development

Grade 6, Permanent, Full-time

Job reference number: 401-24



Applicant Information Pack

Closing date

9am Monday 13 May 2024

Interview date

Wednesday 22 May 2024

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Job Description

Job title	Philanthropy Officer
Department	Development
Grade	6
Hours of work	Full Time (1FTE)
Tenure	Permanent
Responsible to	Head of Philanthropy (initially, thereafter Development Manager (Legacies & Individual Giving))
Responsible for	n/a
Liaises with	Internal Director of Development, Philanthropy Team, Development Operations Team, Development Events Team, Marketing and Communications, Performance & Programming, Faculties, Estates & Facilities, members of Directorate and Secretariat, students, Creative Careers, RCM Box Office External Donors and potential supporters, legacy pledgers, trusts and foundations, external suppliers
Job overview	To maximise RCM's income principally from individuals, charitable trusts and statutory grant programmes (four figure + gifts). This role also involves contributing to the development of legacy giving.

Key Responsibilities

These include:

High-Level Supporter & Legacy Pledger Engagement

- Work closely with the Head of Philanthropy and other Philanthropy Team colleagues to deliver an ambitious programme of cultivation and solicitation of high-level individual donors and prospects, legacy pledgers, trusts and other charitable organisations
- Work within the agreed stewardship strategy to help deliver the highest quality of engagement, ensuring all donor interests and reporting requirements are met
- Contribute to the development of the legacy giving programme with the Development Manager (Legacies & Individual Giving), including through the stewardship of legacy pledgers and the organisation of the annual Legacy Ensemble Lunch

Portfolio Management

- Manage a portfolio of donors, potential supporters (focussing on four-and five-figure gifts) and legacy pledgers and be responsible for achieving a personal income target
- Work to agreed activity targets e.g. number of asks/moves/active proposals/legacy conversations
- Think of creative ways to engage both donors and prospects in your assigned portfolio (including international supporters and prospects) to maximise their engagement with the RCM

- Assist the Director of Development, Head of Philanthropy and the Development Manager (Trusts and Foundations) to produce proposals and impact reports for major individual supporters and trusts and foundations with the capacity to give at the five- to seven- figure gift level

General Communication & Internal Co-ordination

Act as first point of contact for initial giving enquiries by post, phone or email

Lead on providing communication materials for supporters and potential supporters requiring general information about the RCM and any project strand

- Communicate effectively across the RCM to maximise the potential of all RCM supporters by engaging with RCM staff, students and professors to provide a holistic cultivation and stewardship strategy

Administration & Data management

- Maintain and ensure the integrity of supporters, pledgers and prospects' data on the RCM's database (Raiser's Edge) in line with data protection laws
- Compile regular reports on philanthropic giving activity based on income, participation and retention rates against agreed targets.
- Represent the RCM at external events, including relevant networking groups
- Undertake other activities that may be required by the Director of Development or Head of Philanthropy

Special factors

- The nature of this role may necessitate occasional evening and weekend work

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	Educated to degree level or equivalent experience in an Arts, Customer Service or Higher Education organisation	Essential	AF, INT
Experience	Demonstrable fundraising or high-level relationship building experience, with experience of achieving four-figure+ gifts or negotiating an outcome which involves a monetary sum	Essential	AF, INT
	Experience of working to financial targets and KPIs	Essential	AF, INT
	A track record in identifying and maintaining external relationships with key stakeholders	Essential	AF, INT
Knowledge & Skills	Strong relationship-building skills, with the ability to build rapport quickly when working with people from different disciplines and backgrounds	Essential	AF, INT

Personal Attributes	Excellent writing skills, ideally including experience of writing copy	Essential	AF, INT
	Highly developed and demonstrable organisational skills; able to prioritise and manage time well, with excellent attention to detail	Essential	AF, INT
	Experience of using the Raiser's Edge or similar Development CRM Database	Desirable	AF, INT
	High standard of IT skills, including Microsoft Word and Excel	Essential	AF, INT
	An understanding of the principles of legacy giving and charitable trust relations	Desirable	AF, INT
	Articulate and persuasive, both orally and in writing	Essential	AF, INT
	Very well organised	Essential	AF, INT
	Ability to innovate and respond quickly to changing priorities and perform well under pressure	Essential	AF, INT
	Strong commitment to teamwork	Essential	AF, INT
	Ability to act with tact and discretion in dealing with sensitive information and maintain confidentiality where required	Essential	AF, INT
	An appreciation of the arts and music, with a desire to immerse yourself in the work and culture of the Royal College of Music	Essential	AF, INT
	Willingness and ability to travel and work outside normal office hours, including weekend and evening work (for which time off in lieu will be given)	Essential	AF, INT
	Committed to recognising, valuing and celebrating diversity and to advancing equity and inclusivity proactively in all areas of College life	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Head of Philanthropy within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.
Contract type	Permanent
Hours of work	This role is offered on a full time (1FTE) basis. Full time hours at the RCM are 35 hours per week and normal office working hours are 9.30am-5.30pm (with a one hour lunch break), Monday to Friday. The nature of this role may necessitate occasional evening and weekend work (for which time in lieu will be given). The Development Department operates a hybrid working pattern.

Salary RCM Pay Scale Grade 6, incremental points 20 – 24:

Spine points	Full-time salary*
20	£32,378
21	£33,154
22	£33,999
23	£34,882
24	£35,789

*inclusive of London Weighting allowance

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
DBS check	Not applicable for this post.
Probation	The post has a six-month probationary period.
Notice period	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	Full time staff are entitled to 210 hours of holiday per annum, plus public holidays. The RCM is closed between Christmas and New Year each year. The three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

Staff Benefits

Travel	Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier. We also offer a tax-free bicycle loan under a similar repayment scheme.
Events	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	Founded in 1882, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was named top institution for performing arts in the UK, Europe and the world in the 2023 & 2022 QS World University Rankings by Subject.
Staff	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.
Location	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
Department / Faculty	The Development Department comprises Philanthropy, Operations, Events and Partnerships. Working with individuals, trusts, foundations and other partners, the department delivers approximately £6 million annually to support the RCM's strategic priorities and programmes. The More Music Campaign which ran to 2022 is a demonstration of the ambition and success of this department: the campaign surpassed its £40 million Campaign target, including over £25 million for our facilities, £10 million for endowed scholarships and over £5 million for projects.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Monday 13 May 2024**

Applications received after the stated closing date will not be considered.

Interview date **Wednesday 22 May 2024**

Shortlisted candidates will be notified in due course.

There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Stephen Wilkinson
Head of Philanthropy
April 2024

