

## **Research & Prospect Officer**

**Salary: £27,331 - £30,249 pa**

Founded in 1882 the Royal College of Music has trained some of the most important figures in British and international music life, including composers such as Holst, Vaughan Williams and Britten; conductors such as Leopold Stokowski, Sir Colin Davis and Sir Roger Norrington; singers such as Dame Joan Sutherland, Sir Thomas Allen and Alfie Boe; instrumentalists such as James Galway, John Lill and Natalie Clein.

On 15 April 2015, the Royal College of Music (RCM), announced plans to transform its building in the heart of London's South Kensington. This is a key priority of an ambitious campaign, "More Music: Reimagining the RCM" which will seek support for its estates plans, scholarships and its community outreach.

This is a key role to identify, collect, organise, analyse and disseminate information on stakeholders, stakeholder groups and issues of strategic importance to the College in order to enhance the ability of development officers, senior faculty staff, and administrators to successfully acquire support for the activities of the College, as well as to contribute to the College's intellectual capital on key business markets and issues

The successful candidate will have a degree level education or equivalent and possess extensive investigative and research skills, with the ability to organise and manage a diverse range of assignments and projects with high efficiency.

This is an exciting time to be joining the Development and Alumni team at the College as they embark on this ground breaking campaign.

Applications should be in the form of a CV and cover letter or supporting statement addressing the requirements of the job description and person specification. CVs submitted without a cover letter will not be considered. For further details of how to apply see the RCM website at [www.rcm.ac.uk](http://www.rcm.ac.uk)

Closing date for receipt of applications is **9am on Thursday 10 December 2015.**

Interviews will be held between **14 – 16 December 2015.**

The Royal College of Music is an equal opportunities employer.

**Royal College of Music**  
**DEVELOPMENT & ALUMNI ENGAGEMENT**  
**RESEARCH AND PROSPECT OFFICER**  
**JOB DESCRIPTION**

<b>Post Title</b>	Research and Prospect Officer
<b>Grade</b>	6
<b>Responsible to</b>	Head of Alumni and Donor Engagement
<b>Responsible for</b>	n/a
<b>Liases with</b>	<b>Internal:</b> Head of Alumni & Donor Engagement, Director of Development and Alumni Engagement, Development Managers, Major Gifts, Alumni and Donor Engagement, Development and Alumni Engagement team, Heads of Faculty, <b>External:</b> Information suppliers, CASE

**OVERALL PURPOSE OF JOB**

To identify, collect, organize, analyze, and disseminate information on stakeholders, stakeholder groups and issues of strategic importance to the College in order to enhance the ability of development officers, senior faculty, and administrators to successfully acquire support for the activities of the College, as well as to contribute to the College's intellectual capital on key business markets and issues.

**MAIN DUTIES AND RESPONSIBILITIES**

- Develop, implement, and manage systems and procedures to meet the information needs of alumni and development staff and other members of the RCM, such as the Directorate, Heads of Department and faculty, in preparation for contacting, cultivating, and soliciting major gift prospects (individuals, corporations, and other organizations, such as foundations)
- Qualify major gift prospects by researching and analyzing individuals and corporate entities for: connections to RCM and to other organizations, giving potential, and propensity to donate in order to establish priorities and strategies for the successful solicitation of donors
- Devise strategies for obtaining new prospects in order to ensure the ongoing development, expansion, and renewal of the prospect base, to which the RCM will turn for current and future support
- Prepare detailed and up-to-date research briefings on prospects and/or groups of prospects for development staff, senior faculty and administrators, in advance of calls and events in order to obtain optimal

outcomes

- Participate in and contribute to the formulation of RCM's development planning as it pertains to: information systems developments; the processes and procedures of prospect management; and related infrastructure support services

**Managing Information:**

- Manage department information resources, including identification and selection of sources of information and information vendors
- Identify, research, and qualify major gift prospects
- Provide concrete recommendations to development officers on prospect strategy and priorities
- Populate, organize, and maintain prospect information files, both electronic and paper
- Determine content of briefing materials prepared for calls
- Prioritize research activities
- Populate, organize, and maintain shared information systems
- Manage information of priority prospects for the campaign and in the long term

**Fundraising Appeals:**

- To maintain accurate information on relevant activity on Raiser's Edge
- To work with Alumni and Donor Engagement to ensure all information is disseminated and presented to Development and Alumni Engagement team in timely fashion
- To prepare and maintain research on top prospects for Campaign and top potential prospects
- To pull and prepare reports on prospect pipelines

**Other:**

- To attend events as required
- To provide administrative support for, and undertake any reasonable tasks as requested by the Head of Donor and Alumni Engagement and the Director of Development and Alumni Engagement
- To keep accurate records of all prospects and prospect information and research
- To set ambitious, specific and measureable KPI's and achieve annual targets as agreed with Head of Donor and Alumni Engagement

- To represent RCM at external events, including relevant networking groups
- To manage Development Services Administrator and all information process including gift processing

**SPECIAL FACTORS**

The nature of this role may necessitate some evening and weekend work

## PERSON SPECIFICATION

<b>Criteria</b>	<b>Description</b>	<b>Essential/Desirable</b>	<b>How it is to be tested</b>
<b>Qualifications</b>	A University Degree or equivalent	E	A
<b>Experience</b>	Proficiency in the methods of information acquisition, including use of online sources (InfoGlobe, Infomart, Lexis-Nexis, World-Wide-Web), CD-ROM sources (Who's Who in Business, Compact Disclosure), and print directories (Directory of Directors, Thornton guide to Asian Companies)	E	A/INT
	Competence in a variety of computer applications, including database, spreadsheet and word processing programs	E	A/INT
<b>Knowledge/Skills</b>	Extensive investigative and research skills	E	A/INT
	Ability to organise and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through	E	A/INT
	Strong communication skills, both oral and written	E	A/INT
	Knowledge and understanding of the domestic and international business environments and corporate management structures	E	A/INT
	Ability to handle sensitive and confidential information appropriately and with discretion	E	A/INT
	Ability to adjust to changing priorities and meet deadlines	E	A/INT
	Ability to analyse and synthesise data from a wide variety of sources and present the resulting information in a clear summary	E	A/INT
	Show initiative in identifying new sources of information, as they become necessary and/or available	E	A/INT

<b>Personal Attributes</b>	Familiarity and appreciation of the mission, purpose and values of a university and arts setting and more particularly music education	E	A/INT
	Proactive in anticipating and seeking out information related to the immediate priorities of the development office	E	A/INT
	Resourceful and independent, but comfortable working within the framework of an integrated development program and team-oriented environment	E	A/INT
	Ability to maintain confidentiality where required	E	A/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	E	A/INT
	Willingness and ability to travel and work outside normal office hours, including weekend and evening work	E	A/INT
	Committed to Continuing Professional Development (CPD)	E	A/INT

**Key:**

A=Application, INT=Interview

*The duties and responsibilities assigned to the post may be amended by the Director of Development and Alumni Engagement or the Head of Donor and Alumni Engagement within the scope and level of the post.*

*The College is an Equal Opportunities employer. The College is a non-smoking environment.*

**Lily Harriss  
Director of Development & Alumni Engagement  
November 2015**

**Royal College of Music  
Research & Prospect Officer**

**Further particulars of the post**

**The College**

The Royal College of Music provides specialised musical education and professional training at the highest international level for about 800 full-time students (undergraduate and postgraduate). Because of its worldwide reputation for excellence the College is an international community. Former students of the College hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs.

**Development & Alumni Engagement**

On 15 April 2015, the Royal College of Music (RCM), announced plans to transform its building in the heart of London's South Kensington. This is a key priority of an ambitious campaign, More Music: Reimagining the RCM which will seek support for its estates plans, scholarships and its community outreach.

To achieve the ambitious levels of funding required to turn this vision into a reality, the recently appointed Director of Development and Alumni Engagement has put in place a new team structure and robust development strategy. The aim is to bring Development & Alumni Engagement, at the RCM, to the same world class standard as its teaching. This will be achieved by forming a talented, skilled, motivated and committed fundraising team.

**Staff**

The College has over two hundred members of professorial (teaching) staff, the majority of whom are busy professionals, 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 one hundred administrative staff.

**Location**

The College 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 main museums 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.

**The Post**

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support for the activities of the College, as well as to contribute to the College's intellectual capital on key business markets and issues.

### **Availability**

The post is available from early 2016.

### **Remuneration**

Grade 6 (£27,331 - £30,249 per annum)

All appointments will normally be made at the bottom of the salary range.

### **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](http://www.uss.co.uk) A contracting-out certificate is in force in respect of the scheme and arrangements exist for members to make additional voluntary contributions (AVCs).

### **Hours of work**

Normal office hours at the College are from 9.30am to 5.30pm Monday to Friday. Variations in times and days are implicit in the nature of your appointment, over the course of a 35 hour official working week, and will include an element of evening and weekend work. You are officially entitled to a daily lunch break of one hour.

### **Paid leave entitlement**

Six weeks holiday per annum, plus public holidays.

### **Season tickets**

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 College. The loan will be repayable by deduction from salary over the period of the duration of the season ticket or on leaving the employment of the College, if earlier.

### **Smoking policy**

The College has a no smoking policy in its offices.

**Lily Harriss**  
**Director of Development & Alumni Engagement**  
**November 2015**