



# Royal College of Art

Postgraduate Art & Design

## JOB DESCRIPTION

<b>Role:</b>	Prospect Research Associate
<b>Department:</b>	Development and Alumni Relations
<b>Grade:</b>	7
<b>Term:</b>	Fixed term (maternity cover)
<b>FTE:</b>	1 FTE
<b>Responsible to:</b>	Deputy Director of Development

## Background

Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number 1 art & design university for a remarkable eight consecutive years (QS World Subject Rankings 2015-2022).

The RCA is research-led, and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2022.

Studying at the RCA is the starting point for the world's creative leaders. With more than 20,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

Over 2,700 students are spread across four schools, studying at Graduate Diploma, MA, MPhil, MRes and PhD levels, with plans for this to rise to 3,300 by 2027. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Burberry Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning, and was the first art and design



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university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

### **Our People**

Prior to the death of Her Majesty, the RCA's Royal Visitor (Patron) was HRH Prince of Wales; however, His Majesty King Charles III's office has yet to confirm which institutions he will continue to serve as a Patron, following his ascension to the throne. The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's Vice-Chancellor – the CEO of the institution – is Dr Paul Thompson, who joined the College in 2009.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the tutorial-based model of teaching. There is a core academic and research workforce of 230 FTE, supported by around 170 Associate Lecturers and a wide range of Guest Lecturers who bring 'live industry' experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA operates a high staff-to-student ratio, combined with contemporary and industry-focused teaching perspectives. It also employs a team of 75 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing, to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

### **Strategic Plan 2022–2027**

The RCA's Strategic Plan 2022–27 is attached. During this time, the RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders.

The RCA will remain an independent, postgraduate institution with a sharply distinctive and fresh research agenda and a research-driven approach towards our taught programmes that keeps it always one step ahead. It will focus on areas of expertise that only the RCA can offer – including some big-bet propositions where there is an appetite



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for well-managed risk and preparedness to enter new ventures with new associates. The RCA will lead in new fields of creative practice and intellectual inquiry where we believe

creative insights and a uniquely RCA perspective will catalyse new solutions to global challenges. The RCA recognises that the winning formula must be built upon a diversity of student talent with a taught Master's model that is more inclusive, affordable and better suited to twenty-first-century lifestyles and careers.

The Strategic Plan includes the rollout in 2022/23 of an entirely new model of delivery for the RCA's taught postgraduate programmes to support access, widening participation and student flexibility; it underscores the RCA's commitment to remain the world's most research-intensive art and design university; and it commits to a number of equity and diversity goals which will lead towards the RCA becoming an anti-racist institution. Many of the initiatives within the former and current Strategic Plan are predicated upon the success of a very active comprehensive capital campaign, entitled GenerationRCA which launched in early 2018 and which has raised over £85m to date against a goal of £100m. GenerationRCA supports major capital projects, professorial posts, student financial aid and scholarships. The College's five-year Financial Plan assumes c.£45m of new cash receipts will be secured between 2022–27.

The Strategic Plan is 'twinned' with an underlying Operating Plan which outlines the delivery and KPIs which will enable the institution to deliver its ambitious strategic plan.

### **The RCA community operates in line with four agreed values:**

#### **Curiosity**

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.

#### **Inclusion**

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.

#### **Collaboration**

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.

#### **Integrity**

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.



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## Purpose of post

The Prospect Research Associate will report to the Deputy Director of Development and will work with other members of the Development and Alumni Relations Team and across the College, with primary responsibility for meeting prospect research needs for the RCA's expanding advancement programme.

The post holder will provide research to plan and facilitate the successful cultivation and solicitation of gifts from alumni, individuals, trusts and foundations and corporate donors. The Prospect Research Associate will manage wealth screening and establish a reporting system to track prospects.

The Prospect Research Associate is expected to be self-motivated and capable of working on his/her own initiative, with exceptional process management skills.

The Development & Alumni Relations Office culture is collaborative and service-oriented, and values transparency, flexibility, trustworthiness, tenacity, energy, drive and the ability to act as an ambassador both for the team and the College.

The duties of the post are set out as they are envisaged at present, but it will be important for the person appointed to be flexible and adaptable, and able to contribute to the development of the advancement function of the RCA.

## Key Responsibilities

- Deliver high quality research in support of the College's fundraising strategy, in particular with regard to identifying potential individual, corporate and trust and foundation major donor prospects.
- Prepare high quality research profiles on potential donors, supporters and influencers and to brief colleagues and senior managers ahead of meetings and events.
- Establish a strategy for managing prospect lists and run a regular prospect meeting with the fundraising team
- Develop a donor tracking system utilising the database to aid donor stewardship.
- Write and implement a gift acceptance policy that includes a donor scrutiny procedure
- Maintain an awareness of Higher Education philanthropy in the UK and Worldwide by reading relevant publications and attending appropriate networking events
- Monitor the news and relevant publications to update research profiles on current donors and prospects
- Use the fundraising database to record prospect/donor information in accordance with the Data Protection Act
- Respond promptly to ad-hoc research requests such as prospect giving capacity
- Keep abreast of the latest research techniques by monitoring products and services available and identify best practice in research in the higher education fundraising sector
- The work of the Development & Alumni Relations Office covers a wide range of activities and priorities will inevitably change from day to day. All staff operate as a team, and, while each has his or her own responsibilities, they are expected to assist



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each other in peak periods. The post holder will need to become conversant with the College as a whole and especially with the key academic staff, Board members and volunteers.

## Person Specification

### Knowledge and experience

#### Essential:

- Educated to degree level or equivalent
- Substantial experience of conducting research; retrieving, collating and analysing information from a wide range of sources.
- Experience of presenting research findings to a high standard in a readable, accessible format
- Experience of working with data and of managing data entry and extraction processes on a CRM/fundraising database (such as the Raiser's Edge)
- Knowledge of the Data Protection and Freedom of Information Acts and their relevance to fundraising and alumni relations
- Experience in / knowledge of carrying out due diligence reports on all potential high-level donors, with the ability to advise senior management accordingly.

#### Desirable:

- Experience in (and an understanding of) higher education - in particular, within the postgraduate/doctoral market
- Experience of working with data and of managing data entry and extraction processes using Raiser's Edge.
- Experience of planning and delivering events

### Skills and abilities

#### Essential:

- Superlative organisational skills, including the ability to prioritise work as appropriate
- Excellent communication skills, both oral and written, including a good command of the English language
- Comfortable working/communicating with academic and professional staff at all levels of seniority
- The ability to act with considerable tact and discretion in dealing with highly confidential information and initiative, when handling the day-to-day operations of the office
- The ability to adopt a flexible and adaptable attitude to tasks and responsibilities
- and to work well within a team

### Additional information

- Salary working five days per week, £39,670-£43,029 per annum inclusive of London Allowance.
- The successful applicant will be appointed to the first increment on the



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advertised pay grade. Thereafter and subject to satisfactory performance, the role holder will be eligible for an annual increment each year, normally with effect from 1 August.

- 25 days annual leave plus extended breaks at Christmas and Easter.
- Normal hours will total 35 per week over five days, 9.30am to 5.30pm with an hour each day for lunch.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.

**January 2023**





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## **PAY & BENEFITS**

### **Pension**

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 21% of your salary while you pay 6%.

### **Holiday**

5 weeks' (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### **Season ticket loans**

Interest-free loans are available for staff to purchase annual season tickets.

### **Enhanced maternity and adoption pay**

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### **Enhanced paternity pay**

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

### **Enhanced sick pay**

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

### **24/7 confidential support**

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### **Occupational health**

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### **Cycle to Work Scheme**

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

### **Life Cover**

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.



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## **Library**

All staff are welcome to join the college library.

## **Events**

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.