



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Role: Prospect Research Associate (Maternity Cover)

Department: Development and Alumni Relations

Grade: 7

Responsible to: Deputy Director of Development

Background

The Royal College of Art is the world's pre-eminent art and design university. The College is home to some 2,000 students from more than 65 countries, pursuing a range of post-graduate courses and fields of doctoral research.

The RCA is currently working on its first fully comprehensive philanthropic fundraising campaign, to create a unified new campus in Battersea and to fully support its students, academic staff and long term vision. In readiness for this exciting new chapter in the RCA's history, the Development and Alumni Relations team are expanding in a number key strategic areas, and creating several rare opportunities to join a dynamic team at one of the most unique, inspirational and influential art and design institutions in the world.

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 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

PART ONE

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 of planning and delivering events

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.

PART TWO

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 35 hours per week: £36,102 - £39,197 per annum inclusive of London Allowance
- Normal hours will total 35 hours per week, over five days, with an hour each day for lunch.

- This appointment will be made on a fixed term, maternity cover contract until May 2019. In the event that the postholder on maternity leave returns earlier than this date, the period of employment will be adjusted.
- 25 days annual leave plus extended breaks at Christmas and Easter

February 2018

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 16% 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.

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.