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| Job Title | Head of Development - RBC |
| Faculty/ School/Department | University Development Office |
| Grade | MA4 |
| Version number | 1 |
| Date | 18/12/23 |
| Responsible to: | University Director of Development |
| Responsible for: | Development Officer - RBC |

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| **Job Purpose** |
| Reporting to the University’s Director of Development, and in collaboration with the Conservatoire’s new Principal, lead on the next phase of the Appeal for Royal Birmingham Conservatoire, and the delivery of a philanthropic target of £10m to £15m over the next seven years. |

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| **Main activities and responsibilities** |
| Key responsibilities* Contribute towards the Conservatoire’s ongoing sustainability and success by maximising philanthropic income (whether by raising expendable funds or permanent endowments) to support key priorities, such as capital equipment, teaching posts, outreach projects, student support and unrestricted funds.
* Build, maintain and continually seek to expand a robust pipeline of prospects capable of making gifts at a high 5-, 6- and 7-figure level, making sure that all progress is tracked, monitored and reviewed on a routine basis.
* Meet ambitious and suitably challenging KPIs set against activity (i.e., number of prospect meetings and solicitations) and income generation (i.e., funds raised).
* Facilitate appropriate interactions between donors/prospects and the Conservatoire’s Principal, Vice-Principals and other relevant University or Conservatoire staff, supplying briefings, coaching and advice as necessary.
* Recruit a network of internal champions and external volunteers to help identify and cultivate prospective major donors, equipping them with the information and support that they require.
* Ensure that all new and existing donors receive excellent stewardship, commensurate with their level of giving, in a way that advances their relationship and encourages further support.
* Ensure that all fundraising activity is conducted in an ethical manner, that it abides by the University’s Gift Acceptance Policy and adheres to best practices as outlined by the Fundraising Regulator, and that due diligence protocols are followed.
* Provide effective and inspiring line-management of the Development Officer - RBC, setting clear objectives and expectations, offering mentoring and training, identifying skills development needs, and generally leading by example.
* Manage a departmental budget, ensuring maximum efficiency and value for money, whilst following University processes and Financial Regulations.
* Work closely with colleagues in the University’s Marketing and Communications Office to promote the role of fundraising across the Conservatoire and the University, actively communicating and nurturing a culture of philanthropy.
* Act at all times as an ambassador for the Development Office, the Conservatoire and the University.
* Carry out any other duties as are within the scope, spirit and purpose of the job, as requested by the University’s Director of Development.
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| **Additional Key Requirements:** |
| * Travel may be required, approximately up to 10% of the time, mostly locally and nationally within the UK.
* (Hybrid working) The post holder will be required to work two – three days in the office
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| **Person Specification** |
| Qualifications* A high level of education, including an honours degree or equivalent.
* Evidence of a commitment to continuing professional development.

Experience* Extensive experience of Major Gifts fundraising, and a demonstrable, sustained record of personally securing high 5- and 6-figure gifts.
* Experience of developing engaging and attractive gift opportunities, and scoping, developing and articulating fundraising projects.
* Experience of working within a high-performance, results-oriented environment, with a strong track record of exceeding personal KPIs and targets.
* Experience working across a complex stakeholder environment, ideally in the Arts, Education or Higher Education sectors.
* Experience of team management and developing a team culture is desirable.

Knowledge* Knowledge of the functions and best practices of a Development Office.
* Knowledge of the principles of Major Gifts fundraising and Donor Relations.
* Knowledge of the Higher Education landscape and UK philanthropic trends.
* Knowledge and understanding of donor motivations, and how to align their philanthropic interests with institutional priorities.
* A working knowledge of GDPR and Fundraising Regulator code of practice.

Skills and abilities * A natural problem-solver with the ability to work laterally to resolve fundraising challenges across departments.
* Exceptional organisation and planning skills, with the ability to focus on the things that matter most while empowering others to do likewise.
* Excellent inter-personal skills and an ability to work constructively and effectively with a range of internal and external stakeholders at a senior level.
* Excellent written and oral communications skills, demonstrating close attention to detail, and an ability to adapt communication styles to different audiences.
* An ability to think both strategically and tactically about the relations between potential donors and fundraising goals.
* Commercially astute, with a high level of numeracy that enables effective analysis, modelling and forecasting of income (and expenditure).
* Excellent presentation and negotiation skills, and an ability to persuade and influence with great tact and diplomacy.
* Good listening skills are essential.

Attributes and attitudes* A strong team player, who models collaborative leadership, and enjoys building and maintaining productive relationships with others.
* Resilient; able to work in a fast-paced environment and manage conflicting priorities under pressure.
* Perceptive with sound judgement and highly developed emotional intelligence. Diplomatic and discrete.
* Tenacious, confident and outgoing disposition.
* Pro-active, results-oriented and ambitious, with a determination to succeed and improve.
* A creative thinker, with a keen interest in trying new approaches to bring about enduring, positive change.
* A genuine passion for the Arts and Higher Education, and their transformational power.
* A willingness to work outside normal hours and travel when required.
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| **Special requirements** |
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| **Expectations of all staff** |
| **Professional standards**All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University’s core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.**Equal Opportunities**At Birmingham City University we are proud to be an equal opportunities employer.  All staff are expected to understand and enact the University’s commitment to ensuring equality, diversity and inclusion in our employment practice and in all that we do . This commitment is enshrined in our Core Values and is detailed in our Equality, Diversity and Inclusion in Employment Policy. The University values and celebrates the diversity of our staff and students; we welcome people from the many different backgrounds and life experiences that reflect the students and the citizens we serve.  We are committed to equality of opportunity for all staff and actively encourage unique contributions, in particular from under-represented groups in respect of age, disability, sex, gender or gender identity, ethnicity, race, religion or belief, sexual orientation or transgender status.**Dignity at work**Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.**Health and safety**The arrangements for meeting the University’s health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.All staff are expected to take reasonable care of themselves and those that may be affected by their actions.**Dress code**The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.**Citizenship**All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University’s activities. |
| This job description indicates the expectations of staff at this level. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility. |