

ROYAL ACADEMY OF DANCE

Head of Major Gifts (Maternity Cover) Job Description

The RAD is committed to Safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment.

About the role

Role summary:

The Head of Major Gifts leads the development and stewardship of our major donors and plays a key role in the growth of our major gifts function. A key part of the role is to steward major donors including delivering an engagement programme with individuals who have the capacity to give 5-6 figure gifts as well as developing our new Artistic Director's Circle, project syndicates and our annual Patron's programme.

The role will work with the Director of Development to devise and develop the strategy for major donors and the patrons' circle, plan and implement this strategy with responsibility for delivering the annual income targets agreed from major donors and ensure annual income targets are met by delivering on individual and team targets.

Department Summary:

The Development team raises funds from philanthropic sources to support the work of the RAD. Funds are secured from individuals, trusts and foundations and companies. Currently a team of 4 focused on development, the team works closely with the events team.

Location: Hybrid

Hours: Full Time | Monday – Friday | 34.5 hrs a week

Contract: One year fixed-term contract (Maternity Cover)

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Key Responsibilities:

Fundraising:

- Manage, steward and grow a portfolio of high-level prospects and existing donors ensuring each has a clear, bespoke cultivation and communication plan to maximise philanthropic support for the RAD
- Meet with and present opportunities for support to prospects and donors on a regular basis
- Advocate for RAD with major donors to ensure their needs are met
- Ensure that fundraising activity reflects RAD's ethical and due diligence policy
- Ensure that every gift and pledge received is handled appropriately so that the donor is officially, promptly and appropriately thanked and acknowledged

Prospecting and Research:

- Initiate research and analysis of prospects and feed into prospect development pipeline
- Work with available data to identify and influence data analysis and major gift prospects
- Work with existing RAD supporters, Board Members and Senior Stakeholders to initiate connections to their networks

Management and Teamwork:

- Work collaboratively with colleagues across the department and globally to collectively deliver our mission, vision and aims
- Contribute to the annual planning process, review quarterly development team activity
- Support an organisation-wide positive fundraising culture by building and nurturing supportive relationships with other staff across the RAD
- Provide verbal and written reports and presentations as required
- Manage supplier relationships as required

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- Reporting to: Director of Development
- Who you will be working with: Head of Trusts & Foundations, Database & Research Lead Officer, Head of Events and events team

This job description is a starting point for the role we are asking you to fulfil. It is a working document and as such may change and evolve as the role, team and the RAD develop.

All colleagues are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the RADs Safeguarding Policy at all times. If, in the course of carrying out your responsibilities you become aware of any actual or potential risks to the safety and welfare of children in the RAD you must report any concerns to a Safeguarding Lead.

Our Values, Mission and Vision

Mission: We promote the art of dance and ensure its development through diverse and inclusive dance education and training programmes across the world, nurturing creativity, innovation, artistry and excellence. Through dance we can enrich lives and transform communities.

Vision: To be a global leader of excellence in dance education, inspiring future generations of teachers and dancers.

OUR VALUES WE ARE

1. Exceptional Together - working collaboratively to achieve exceptional outcomes.
2. Creative Innovators – at the forefront of new artistic ideas and approaches.
3. Champions of wellbeing – providing a supportive environment and promoting the wellbeing of the dance community.
4. Open to all – removing barriers to participation.
5. Happy to help – providing excellent customer service and being helpful and friendly.

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Person Specification

The RAD has responsibility for, and is committed to, the safeguarding and promoting the welfare of children, young people and adults at risk and requires all colleagues to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to safeguarding issues. If there are any disclosures made, these will be discussed in confidence with the candidate.

	Essential Criteria	Desirable Criteria <i>(extra qualities which can be used to differentiate applicants)</i>
Skills and Abilities	<p>Strong organisational skills with a self-motivated approach</p> <p>Good project management skills, with an ability to monitor progress against goals, develop plans and timelines, and to measure success</p> <p>Exceptional written and oral interpersonal skills and a donor-focussed approach</p> <p>Strong IT skills, especially in Microsoft Word, Excel and PowerPoint</p> <p>Experience and confidence in using with CRM databases</p>	<p>The ability to think creatively about donor stewardship</p>
Experience and Knowledge	<p>Strong experience in major gifts fundraising, with the ability to deliver compelling pitches and proposals</p>	<p>Experience of working in an arts environment</p>

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	<p>Demonstrable experience building successful relationships with donors and colleagues at all levels</p> <p>Experience in account managing a portfolio of individual donors</p> <p>A good understanding of major donor pipeline development</p>	<p>Experience coordinating major donors and patrons' programmes or similar giving structure</p>
Other requirements	<p>A commitment to safeguarding and promoting the welfare of children and adults at risk.</p> <p>A willingness to undertake colleague training as required, eg Child Safeguarding/Protection</p>	

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