****

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Development Officer, Individual Giving  |
| **Reports to (Title):** | Head of Individual Giving  |
| **Reports to (Name):** | TBC  |
| **Responsible for:** | N/A  |

|  |
| --- |
| **Overview:** |
| * This is a fantastic opportunity to join RADA’s Development Department at an exciting point in our history.
* We have ambitious plans, including a transformative capital campaign, and a long-term, strategic aim to significantly increase revenue fundraising.
* Our global reputation for excellence, combined with our graduates, who are often among the most respected actors, theatre makers and technicians in the world, present a particular fundraising opportunity for RADA.
* Based in central London this is an opportunity for the right person to support the Head of Individual Giving and help to shape RADA’s future.
 |
| **Prime Function of Role:** |
| * **Regular Giving** - to manage delivery of RADA’s regular giving programmes, including RADA Friends, the Richard Attenborough Club and Supporters Circles.
* **Major donors and one-off donations** – to support the Head of Individual Giving in stewardship of major donors and to oversee the administration of one-off donations gifted outside of regular giving schemes.
 |

|  |
| --- |
| **Accountabilities & Tasks** |
| **Financial targets*** Supported by the Head of Individual Giving, to meet ambitious fundraising targets for revenue projects through the successful delivery of RADA’s regular giving programmes, including RADA Friends, the Richard Attenborough Club and Supporters Circles.

**Regular Giving*** To lead on day-to-day delivery of RADA’s regular giving programmes in accordance with the Individual Giving strategy as overseen by the Head of Individual Giving
* To increase levels of supporter engagement and stewardship, working with the team to develop and implement a stewardship programme including regular newsletters, mailings and online activity.

**Major gifts and one-off donations*** To support the Head of Individual Giving with the stewardship of RADA’s major donors as required.
* To co-ordinate and oversee the administration of one-off donations; including liaising with Finance, Marketing and Operations departments to deliver financial reconciliation and stakeholder engagement.

**Legacies*** To support the Head of Individual Giving in the delivery of RADA’s legacy giving programme, overseeing administration of all bequests made

**Stakeholder Management** * To work collaboratively across the development and the organisation to help generate leads from individual donors.
* To contribute to the delivery of fundraising events, including managing nominated portfolio of individual patrons.

**Administration*** To administrate with the Development Officer, Events and Communications, departmental finance duties, including weekly banking and managing departmental gift aid claims.
* To offer diary management support to the Director of Development with coordinating nominated external appointment, if not in other departmental relationship managers remit.
* To coordinate regular team meetings; circulate internal departmental briefings and minutes as required.
* Other duties commensurate with the activities of the Development Department and as directed by the Director of Development.

General * To promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
* To comply with GDPR regulations regarding protecting personal data.
* To comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy.
 |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to degree level or comparable relevant experience.
 | * A Fundraising qualification
 |
| **Knowledge** | * An understanding of individual giving and regular giving programmes
* Knowledge of regulatory environment for fundraising from individuals including data protection, specifically GDPR, Gift Aid and fundraising codes of practice and regulation
 | * Knowledge of Higher Education, Vocational Training and Theatre Industry
* Interest in theatre and the dramatic arts
* Knowledge of the issues affecting the HE / cultural sector
 |
| **Skills/abilities/****competencies** | Excellent Individual Giving fundraising skills Excellent written and verbal communication skill, with a fluent writing style and the ability to communicate effectively in a wide range of mediaIT literate with good knowledge of a fundraising databaseA good eye for detail and to ensure high standards whilst working under pressureExcellent time management and organisational skills  |  |
| **Experience** | * Experience of regular giving programmes
* Experience of securing income from individual giving for revenue and capital projects
* Fundraising experience within the arts, education or charity sectors
 |  |
| **Personal Attributes** | * Committed and driven
* Self-motivated
* Personable team player
* Diplomatic and confident at dealing with people at all levels
* Enthusiastic
 |  |

Signed by Line Manager:

Date:

Signed by Staff Member:

Date: