

# PHILANTHROPY OFFICER

Development

Grade 6, Full time, Permanent

Job reference number: 400-25

## Applicant Information Pack

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### Closing date

9am Monday 7 April 2025

### Interview date

Monday 28 April 2025

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## Job Description

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<b>Job title</b>	Philanthropy Officer
<b>Department</b>	Development
<b>Grade</b>	6
<b>Hours of work</b>	Full Time (1FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Development Manager
<b>Responsible for</b>	n/a
<b>Liaises with</b>	<b>Internal</b> Director of Development, Philanthropy Team, Development Operations Team, Development Events Team, Marketing and Communications, Performance & Programming, Faculties, Estates & Facilities, members of Directorate and Directorate Office, students, Creative Careers, RCM Box Office <b>External</b> Donors and potential supporters, legacy pledgers, trusts and foundations, external suppliers
<b>Job overview</b>	To maximise RCM's income principally from individuals, charitable trusts and statutory grant programmes (four figure + gifts). This role also involves contributing to the development of legacy giving.

### Key Responsibilities

These include:

#### High-Level Supporter & Legacy Pledger Engagement

- Work closely with the Development Manager and other Philanthropy Team colleagues to deliver an ambitious programme of cultivation and solicitation of high-level individual donors and prospects, legacy pledgers, trusts and other charitable organisations
- Work within the agreed stewardship strategy to help deliver the highest quality of engagement, ensuring all donor interests and reporting requirements are met
- Contribute to the fundraising and administrative aspects of the scholarships programme while also providing support for corporate partnerships

#### Portfolio Management

- Manage a portfolio of donors, potential supporters (focussing on four-and five-figure gifts) and be responsible for achieving a personal income target
- Work to agreed activity targets e.g. number of asks/moves/active proposals/legacy conversations
- Think of creative ways to engage both donors and prospects in your assigned portfolio (including international supporters and prospects) to maximise their engagement with the RCM
- Assist the Director of Development, Head of Philanthropy and the Development Managers to produce proposals and impact reports for major individual supporters and trusts and foundations with the capacity to give at the five- to

seven-figure gift level

## General Communication & Internal Co-ordination

- Act as first point of contact for initial giving enquiries by post, phone or email
- Lead on providing communication materials for supporters and potential supporters requiring general information about the RCM and any project strand
- Communicate effectively across the RCM to maximise the potential of all RCM supporters by engaging with RCM staff, students and professors to provide a holistic cultivation and stewardship strategy

## Administration & Data management

- Maintain and ensure the integrity of supporters, pledgers and prospects' data on the RCM's database (Raiser's Edge) in line with data protection laws
- Compile regular reports on philanthropic giving activity based on income, participation and retention rates against agreed targets.
- Represent the RCM at external events, including relevant networking groups
- Undertake other activities that may be required by the Development Manager, Head of Philanthropy or Director of Development

## Special factors

- The nature of this role may necessitate occasional evening and weekend work (for which time in lieu will be given)
- The Development Department operates a hybrid working pattern.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	Educated to degree level or equivalent experience in an Arts, Customer Service or Higher Education organisation	Essential	AF, INT
Experience	Demonstrable fundraising or high-level relationship building experience, with experience of achieving four-figure+ gifts or negotiating an outcome which involves a monetary sum	Essential	AF, INT
	Experience of working to financial targets and KPIs	Essential	AF, INT
	A track record in identifying and maintaining external relationships with key stakeholders	Essential	AF, INT

<b>Knowledge &amp; Skills</b>	Strong relationship-building skills, with the ability to build rapport quickly when working with people from different disciplines and backgrounds	Essential	AF, INT
	Excellent writing skills, ideally including experience of writing copy	Essential	AF, INT
	Highly developed and demonstrable organisational skills; able to prioritise and manage time well, with excellent attention to detail	Essential	AF, INT
	Experience of using the Raiser's Edge or similar Development CRM Database	Desirable	AF, INT
	High standard of IT skills, including Microsoft Word and Excel	Essential	AF, INT
	An understanding of the principles of legacy giving and charitable trust relations	Desirable	AF, INT
<b>Personal Attributes</b>	Articulate and persuasive, both orally and in writing	Essential	AF, INT
	Very well organised	Essential	AF, INT
	Ability to innovate and respond quickly to changing priorities and perform well under pressure	Essential	AF, INT
	Strong commitment to teamwork	Essential	AF, INT
	Ability to act with tact and discretion in dealing with sensitive information and maintain confidentiality where required	Essential	AF, INT
	An appreciation of the arts and music, with a desire to immerse yourself in the work and culture of the Royal College of Music	Essential	AF, INT
	Willingness and ability to travel and work outside normal office hours, including weekend and evening work (for which time off in lieu will be given)	Essential	AF, INT
	Committed to recognising, valuing and celebrating diversity and to advancing equity and inclusivity proactively in all areas of College life	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Development Manager within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.
<b>Contract type</b>	Permanent
<b>Hours of work</b>	This role is offered on a full time (1FTE) basis.

Full time hours at the RCM are 35 hours per week and normal office working hours are 9.30am-5.30pm (with a one hour lunch break), Monday to Friday. The nature of this role may necessitate occasional evening and weekend work (for which time in lieu will be given).

## Salary

RCM Pay Scale Grade 6, incremental points 20 – 24:

Spine points	Full-time salary*
20	£33,350
21	£34,149
22	£35,019
23	£35,928
24	£36,862

\*inclusive of London Weighting allowance

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.

## Visas/ Right to Work in the UK

If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.

If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. [Visa Checking Tool](#)

Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the [Arts Council](#) website.

This is **not** a role for which the RCM will act as a sponsor for the Skilled Worker route.

## Immigration Advisors

The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the [UK Council for International Student Affairs \(UKCISA\)](#). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a [list of approved Immigration Advisors](#).

## DBS check

Not applicable for this post.

## Probation

The post has a six month probationary period.

## Notice period

The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.

## Pension

The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: [www.uss.co.uk](http://www.uss.co.uk). Arrangements exist for members to make additional voluntary contributions (AVCs).

## Annual leave

Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.

The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

## How to Apply

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<b>Closing date</b>	<b>9am Monday 7 April 2025</b>  Applications received after the stated closing date will not be considered.
<b>Interview date</b>	<b>Monday 28 April 2025</b>  Shortlisted candidates will be notified in due course.  We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.
<b>To apply</b>	To apply, please submit the following documents available on the RCM jobs page <ul style="list-style-type: none"><li>• Application Form</li><li>• Equal Opportunities Form</li></ul> The above documents should be sent to <a href="mailto:recruitment@rcm.ac.uk">recruitment@rcm.ac.uk</a> by the stated closing date.  We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.  Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.
<b>Alternative formats</b>	If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.
<b>Interview process</b>	Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.  As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.  A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

## Staff Benefits

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<b>Travel</b>	Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.  We also offer a tax-free bicycle loan under a similar repayment scheme.
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<b>Events</b>	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
<b>Employee Assistance Programme</b>	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

## About Us

<b>The College</b>	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.
<b>Staff</b>	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
<b>Location</b>	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
<b>Department / Faculty</b>	The Royal College of Music Development Team fundraises around £6 million annually to support the College's core work in talent, access, and innovation. This funding helps nurture exceptional musicians, widen participation, and drive creative advancements. In addition to fundraising, the team manages a thriving events hire business, generating additional income to support the

College's mission. Through philanthropy, sponsorship and strategic partnerships, the team ensures that the RCM continues to provide world-class musical education and opportunities for the next generation of artists.

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The Royal College of Music is an Equal Opportunities employer.

Alice Edwards  
Development Manager  
March 2025

