

# PHILANTHROPY MANAGER (TRUSTS & FOUNDATIONS)

Development & Alumni Engagement

Grade 7, Full-time and 0.8FTE considered, Permanent

Job reference number: 401-25



## Applicant Information Pack

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### Closing date

9am Tuesday 6 May 2025

Late or incomplete applications will not be submitted to the Shortlisting Panel

### Interview date

Week commencing 19 May 2025

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## Job Description

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<b>Job title</b>	Philanthropy Manager (Trusts & Foundations)
<b>Department</b>	Development & Alumni Engagement
<b>Grade</b>	7
<b>Hours of work</b>	Full-time (1 FTE) and part-time (0.8 FTE) considered
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Philanthropy
<b>Responsible for</b>	n/a
<b>Liaises with</b>	<b>Internal</b> Director of Development and Alumni Engagement and members of the DAE team; Members of the Council, Directorate and Directorate Office; Estates & Facilities Staff; Faculty, Museum and Library Staff; Finance Team; Junior Department and Sparks Teams <b>External</b> Donors; Potential donors; Campaign Committees
<b>Job overview</b>	To maximise RCM's income from charitable trusts, foundations and statutory grant programmes with a focus on five- to seven-figure gifts.

### Key Responsibilities

#### Active portfolio management

- Be responsible for achieving a personal income target by developing strong relationships with an identified number of trusts & foundations
- Develop and implement cultivation and solicitation strategies, including tailored solicitation and stewardship plans for each donor, agreeing these with the Head of Philanthropy and ensuring donor interests are incorporated
- Work to agreed activity targets (e.g. number of trusts identified/number of trustees contacted or with a connection to the College/number of applications submitted/conversion ratio/activity reports to trustees)
- Support other team members, including the Head of Philanthropy and Director of Development and Alumni Engagement, with activity related to trusts and foundations in their portfolios

#### Trusts & foundations strategy

- Work closely with the Head of Philanthropy to develop and implement the strategy for delivering ambitious growth targets for income from trusts & foundations
- Manage and update a schedule of high-value trusts & foundations application and reporting activities in order to maximise the funds secured from donors and potential donors
- Lead on writing compelling and bespoke proposals and correspondence in support of RCM strategic priorities

#### Reporting and stewardship

- Deliver an excellent programme of stewardship for successful trust applications, including regular reporting on how funds are being used, and arranging meetings/invitations to RCM events for Trustees/employees as appropriate
- Ensure all grant funding terms and conditions are met, prepare timely bespoke reports on the outcome of their support, and ensure trustees are kept informed on a regular, appropriate basis
- Liaise with other RCM departments to gather information for reports in an efficient and timely manner
- Lead on writing reports tailored to the funder's requirements

## Evaluating success

- Evaluate the effectiveness of the trusts & foundations strategy in terms of on-going relationships/ multi-year agreements / number of new trusts supporting the College and report on this regularly to the Head of Philanthropy to ensure support is maximised

## Prospect research

- Work with the Operations Team to undertake comprehensive prospect research prior to and during cultivation, identifying links to RCM priority projects and maintaining accurate records on the database (Raiser's Edge)

## Administration

- Ensure all donations are in line with RCM policies, and are dealt with in a tax efficient manner, complying with HMRC regulations
- Ensure all correspondence, reports and proposals are stored in an accurate manner on Raiser's Edge

## Overall Development & Alumni Engagement strategy

- Input, as appropriate, into the overall Development & Alumni Engagement strategy as part of the Development & Alumni Engagement team

## Internal co-ordination

- Work collaboratively with all members of the Development & Alumni Engagement team
- Communicate effectively across the College to maximise the potential of all RCM supporters and implement a holistic supporter development plan

## Special Factors

The nature of this role may necessitate some evening and weekend work.

The position is hybrid, with an expectation of approximately 3 days per week in the office (on the RCM campus in South Kensington, London), subject to team and business needs.

## Person Specification

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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	A relevant degree, or equivalent experience	Essential	AF, INT
Experience, Skills & Knowledge	Successful track record of achieving six-figure+ support from trusts & foundations	Essential	AF, INT
	Experience of working to ambitious KPIs and financial targets	Essential	AF, INT
	A track record in identifying and maintaining external relationships with trustees	Essential	AF, INT
	Experience of strategic work and/or prospect research	Essential	AF, INT
	Experience of working within a fundraising campaign would be advantageous	Desirable	AF, INT
	Systematic approach to fundraising, with excellent attention to detail	Essential	AF, INT
	Excellent writing skills, including experience of writing funding applications and reports	Essential	AF, INT

	IT literate with knowledge of relationship databases and supporter schemes	Essential	AF, INT
	Understanding of Gift Aid and other tax effective giving mechanisms	Desirable	AF, INT
	Strong networking and relationship building skills	Essential	AF, INT
	The ability to facilitate and co-ordinate the work of others to achieve common goals	Essential	AF, INT
	Articulate and persuasive, both orally and in writing	Essential	AF, INT
	Commitment to fundraising and cultivation best practices	Essential	AF, INT
	Ability to innovate and respond quickly to changing priorities and perform well under pressure	Essential	AF, INT
Personal Attributes	Well-developed interpersonal skills, with the ability to quickly build rapport when working with people from different disciplines and backgrounds	Essential	AF, INT
	Goal-oriented and highly motivated, with an enjoyment of working to stretch targets	Essential	AF, INT
	Very well-organised	Desirable	AF, INT
	Strong commitment to core values of team-work, excellence and integrity	Essential	AF, INT
	Ability to 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	Desirable	AF, INT
	Willingness and ability to travel and work outside normal office hours, including weekend and evening work	Essential	AF, INT
	Committed to Continuing Professional Development (CPD)	Desirable	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice 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 Head of Philanthropy or the Director of Development & Alumni Engagement 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 (0.8FTE considered)

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 some evening and weekend work.

## Salary

RCM Pay Scale Grade 7, incremental points 26 – 30:

Spine points	Full-time salary*
26	£38,454
27	£39,465
28	£40,511
29	£41,586
30	£42,694

\*inclusive of London Weighting allowance (1.0FTE)

\*\*if this is a part-time post, the postholder will receive a proportion of the full-time salary

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. Part time staff will receive a pro rata entitlement for annual leave.

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

### Closing date

**9am Tuesday 6 May 2025**

Applications received after the stated closing date will not be considered.

### Interview date

**Week commencing 19 May 2025**

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.

### To apply

To apply, please submit the following documents available on the RCM jobs page

- Application Form
- Equal Opportunities Form

The above documents should be sent to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk) 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.

### Alternative formats

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.

### Interview process

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

<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.
<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.

**Department /  
Faculty**

The RCM Development & Alumni Engagement (DAE) department raises significant funds each year from individuals, companies, charitable trusts and foundations, to support the RCM in its educational and artistic mission. The Development and Alumni Engagement department was established in January 2016, bringing together the functions of Philanthropy, Development Operations, Events and Alumni Relations in one division.

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The Royal College of Music is an Equal Opportunities employer.

Stephen Wilkinson  
Head of Philanthropy  
April 2025

