

ual:



Recruitment Pack

Director of Development and Alumni Relations

Welcome

Thank you for your interest in the position of Director of Development and Alumni Relations at University of the Arts London. This role represents a unique and transformative opportunity to lead the strategic development of philanthropy and alumni relations at one of the world's leading institutions in art and design.

At UAL, we are proud of our rich heritage and our commitment to nurturing creativity, innovation, and excellence. As a global leader in art and design education, our mission is to foster the next generation of artists, designers, and creative thinkers who will shape the future. We are looking for a visionary leader who shares our passion and drive to advance our goals and make a lasting impact.

The role of Director of Development and Alumni Relations is pivotal in our efforts to build and sustain a robust culture of philanthropy and engagement. We have established partnerships with major global brands, strong relationships with local and international foundations, and a network of individual philanthropists who support our students and our work directly. You will help us take these relationships to the next level, in support of our ambitious strategy, The World Needs Creativity.

Working closely with university leaders and our Court of Governors, you will lead a dedicated team focused on cultivating meaningful relationships with our alumni, supporters, and potential donors. Your leadership will be crucial in developing and implementing strategies to increase philanthropic support and strengthen our alumni community, ensuring that we continue to provide exceptional opportunities for our students and maintain our position as a trailblazer in art and design education.

This is not just a job; it is a chance to be at the heart of an institution that is globally recognised for its influence and excellence in the creative industries and its commitment to social purpose: offering creative leadership for people and planet. You will have the opportunity to work closely with our dynamic academic and student community, harnessing their energy and vision to inspire support and drive transformative initiatives.

The successful candidate will bring a deep understanding of fundraising and alumni relations within a complex and inspiring environment, alongside a strategic mindset and exceptional leadership skills. We seek someone who is not only experienced but also passionate about the impact of philanthropy on education and the arts.

I am excited about the possibility of you joining us in this important role and look forward to the opportunity to discuss how your vision and expertise align with our ambitious goals.

Warm regards,



Polly Mackenzie
Chief Social Purpose Officer

About us

UAL is a world-leading university for teaching and research in the fields of arts, design, performance, fashion and communication. With over 21,000 students and 3,000 staff, UAL's teaching faculty is made up of professional artists, practitioners, designers, technicians, critics and theorists, who together deliver cutting-edge programmes and courses.

For the last six years, we have been ranked number two in the world for Art and Design in the QS World University Rankings. UAL's intellectual and creative community is enriched by the imagination, energy and skills of our staff, students, alumni and of the many academics from other institutions who work closely with us each year.

Our alumni enter employment rapidly, achieve early recognition and become influential names in art, design, fashion, communication, media and performance. Just under half the 80 Royal Academicians are UAL alumni; many others are serving or former staff. Our alumni are heavily represented in the most prestigious art and design awards and include multiple winners of the BP Portrait Award; Jerwood Prize; Taylor Wessing Photographic Portrait Prize; Minerva Medal; BAFTAs; Golden Globes; and the Academy Awards.

In 2019 UAL was ranked in the top 15 universities in the UK for industry connections. We have research and philanthropic partnerships with major brands like LVMH, Gucci, Trendy International and Monsoon/Accessorise, who support our students, collaborate on projects and fund world-leading research.

UAL staff and alumni have won the Turner Prize 18 times in the 35 years since its inception, have featured in 18 shortlists and have accounted for over half of all nominees. UAL alumni make up half the recipients of the British Designer of the Year and over half the fashion designers showing during most London Fashion Weeks. Seven have won the Prince Phillip Designers Prize. Nearly a third of the 144 Royal Designers for Industry are from UAL. Both winners of the Queen Elizabeth II Award for British Design trained at UAL.

A Collegiate University

UAL is a single corporate entity and a special collegiate university: each College has a particular academic ethos within a practice-led tradition, informed by its own distinctive history and relationships.

The University's Colleges are:

- Camberwell College of Arts
- Central Saint Martins
- Chelsea College of Arts
- London College of Communication
- London College of Fashion
- Wimbledon College of Arts

The University's Colleges work together to enrich the student and staff experience and to increase their impact on the creative and cultural sectors, not only in London and the UK but also globally. Our students graduate with work that breaks boundaries, engages with our changing world and challenges our preconceptions. From wherever in the world they come, they will go on to influence the way we all think and live. We also have four cross-institutional interdisciplinary institutes, driving collaborations, knowledge exchange and research-driven projects through partnerships across UAL, and beyond:

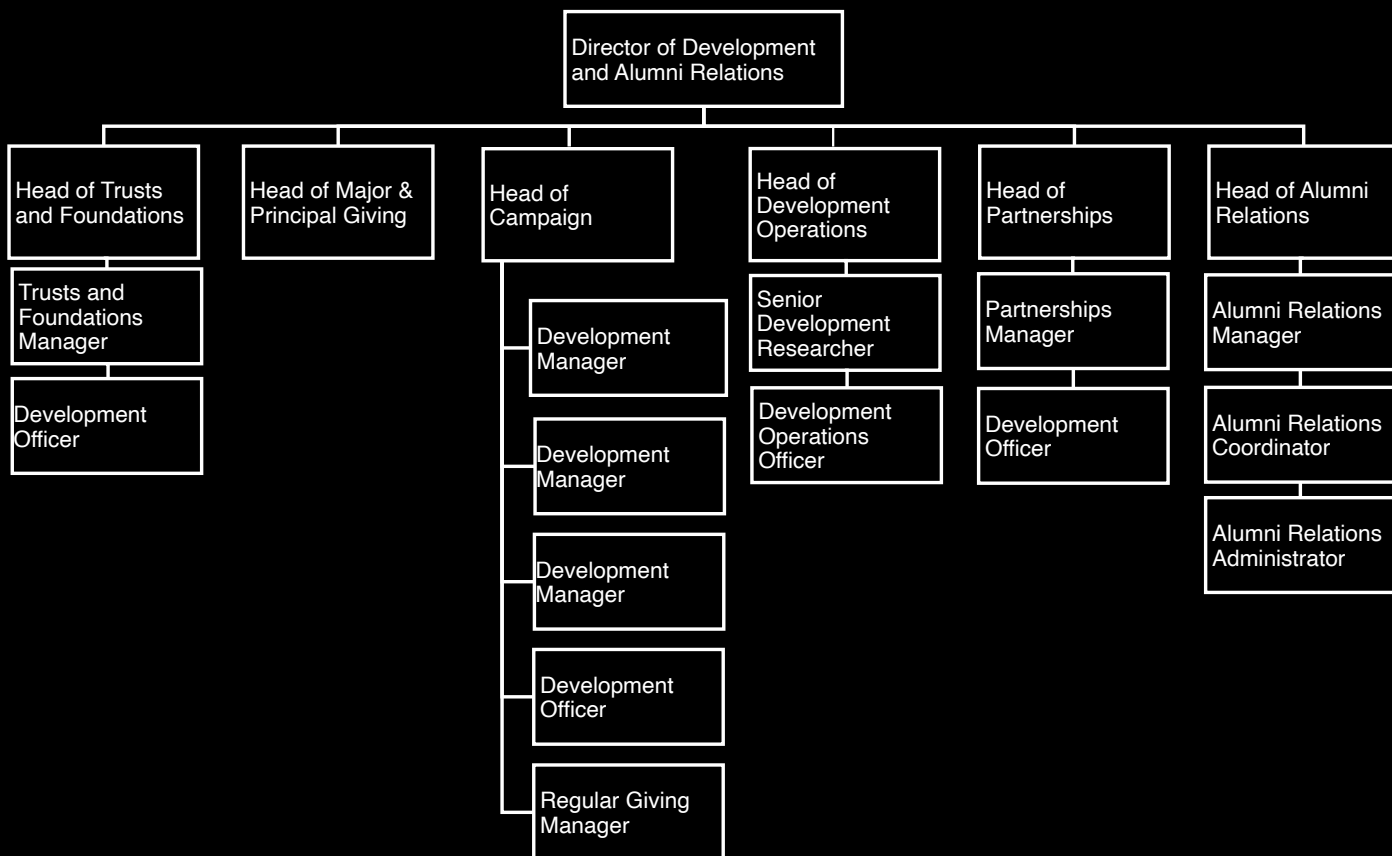
- Creative Computing Institute, explores the technology changing our world and prepares a new generation of talent to shape it.
- Decolonising Arts Institute, working with museums and other creative organisations to challenge imperial legacies and transform collections
- Fashion Textiles and Technology Institute, delivers sustainable innovation across the entire fashion and textiles value chain.
- AKO Storytelling Institute, enabling campaigners and creatives to work together for social change.

UAL also delivers an extensive range of non-accredited short courses and study programmes. UAL Short Courses Ltd has taught thousands of students, covering everything from fashion design to practical metal working. UAL Language Centre delivers an innovative range of hybrid arts and language courses – English Plus, with a summer Pre-sessional Academic English programme secures hundreds of international full-time UAL students annually, and Study Abroad's diverse range of programmes welcomes students from over 60 countries each year. The UAL Awarding Body works with hundreds of Colleges and Further Education providers, offering qualifications in art and design, fashion, creative media, music and performing and production arts.



Abstract painting by Mathilda Roach Osborne

Development Department Organisation Chart



Job description

Job title

Director of Development and Alumni Relations

College/ Service

Social Purpose

Department/Team

Development

Reports to

Chief Social Purpose Officer

Direct reports

Head of Trusts and Foundations, Head of Major and Principal Giving, Head of Campaigns, Head of Development Operations, Head of Partnerships and Head of Alumni Relations.

Role purpose

The Director of Development and Alumni Relations leads on securing all income from philanthropic sources across the university, including from trusts and foundations, companies, and HNWIs and leads on supporting UAL's alumni communities in London and worldwide, including ways for alumni to give back in support of UAL and its current students.

The post holder's main responsibilities are to maximise philanthropic income in support of UAL's strategic objectives and to support and develop alumni relations activity, including securely managing a database of over a quarter of a million alumni records. Please note at the time of advertising, this role holds line management responsibility for a university-wide events function. The University is consulting on changes to this function that are likely to affect the future responsibilities of the post-holder. Clarification and updates will be provided to candidates during the recruitment process.

Main responsibilities

Fundraising

- To lead on all sources of philanthropic income to UAL, including planning, securing and stewarding major gifts in support of UAL's strategic objectives.
- To lead and manage a high-performing fundraising team which operates across three main areas: trusts and foundations (including Arts Council England and other such grant-givers), companies, and HNWIs.
- To deliver a comprehensive fundraising campaign with a minimum target of £50m in philanthropic income.
- To oversee the UAL Gift Acceptance & Due Diligence processes – a delegated authority from UAL's Court of Governors as per Charity Commission regulations.
- To manage a portfolio of existing and potential major donors to UAL, and in particular to work closely with senior individuals such as the President & Vice-Chancellor and Pro-Vice-Chancellors in managing relationships with those capable of donating major gifts.
- To identify new prospective supporters capable of giving major gifts and to liaise with appropriate senior colleagues on cultivating potential supporters towards contributing major gifts.
- To set and to meet ambitious financial and non-financial targets, and appropriate milestones, for fundraising at UAL, and to develop suitable mechanisms for measuring progress.
- To keep up-to-date with best practice from across relevant sectors, including ensuring full compliance with current regulation and best practice in areas such as data protection, gift handling and tax benefits, and regulations relating to philanthropy, including Gift Aid.

Alumni Relations

- To deliver on the aims of the UAL Alumni Relations Strategy, in particular in the following four areas: Alumni Engagement, Alumni Benefits, Alumni Volunteering, and Alumni Giving.
- To lead and manage a high-performing alumni relations team.
- To ensure that UAL's Alumni Relations Strategy is of benefit to our global alumni community and in line with the university strategy, The World Needs Creativity.
- To increase alumni engagement through existing and new channels, including continuing to develop appropriate metrics for engagement.
- To provide and manage a wide range of benefits to UAL's alumni – such ongoing library access and discounts on postgraduate study – and ensure that benefits continue to match the expectations of current alumni.
- To further develop volunteering from UAL's alumni community, including setting targets for annual volunteering hours, which will be part of UAL's first-ever comprehensive fundraising campaign.
- To develop and launch new vehicles for alumni to make donations towards UAL, especially as part of the wider fundraising campaign.
- To work with relevant colleagues outside of the Development department to establish how alumni relations activity can complement and enhance other areas of strategic importance, such as graduate outcomes, international relationships, and student marketing and recruitment.

Other responsibilities

- To provide leadership to the senior management team of the Development department and contribute to the senior management team of the Social Purpose Group.
- To act as the Information Asset Owner for UAL's alumni and donor data (over 250,000 records in total) and to manage two Local Information Managers with responsibility for each area, ensuring compliance with all relevant data protection legislation.
- To participate in other senior level groups as required, such as the University Steering Group, the Conferments Committee, and Stanley Kubrick Archive Advisory Board.



Carnival of Crisis - basecamp images

Management responsibilities

Budgets

- Responsibility for staff and non-staff spend for Development department budget (c.£2m annually).
- Responsibility for delivering ambitious income target for UAL's comprehensive fundraising campaign (minimum income of £50m by end of campaign).

Staff

- Lead Development department, line-manage seven direct reports.

Key working relationships

- UAL's President & Vice-Chancellor, Chief Social Purpose Officer, and other members of the UAL Executive Board;
- UAL's Chancellor, Chair, and Court of Governors;
- Development department colleagues, including Head of Campaign, Head of Development Operations, Head of Partnerships, Head of Trusts and Foundations, Head of Major Giving, and Head of Alumni Relations;
- Other Social Purpose Group leads, including the Director of Communications and Brand, Director of the Social Purpose Lab, Director of the AKO Storytelling Institute, Director of Events and Programming and Head of Social Purpose Operations;
- Key personnel in other central functions, such as Finance, Legal, Student Funding Services, Estates, as appropriate;
- UAL donors and prospective donors;
- Alumni association Presidents, both in London and internationally.

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Additional duties for senior appointments

- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites and internationally as necessary.

Person Specification

Experience, knowledge and qualifications

- Knowledge of fundraising in the education, arts, cultural or wider charitable sector and knowledge of alumni relations activity, ideally in a Higher Education setting
- Experience of managing a Development department
- Experience of delivering multi-million-pound annual income targets from philanthropic sources, including securing six- and seven-figure donations
- Experience of managing alumni relations activity (desirable)

Communication skills

- Excellent presentation, written and verbal communication skills. This includes the ability to adapt style to connect with diverse audiences, ability to absorb and synthesise complex information and create a compelling case for support and report-writing and stewardship skills
- Ability to build strong relationships with a wide range of people, including at the most senior level

Leadership and management

- Sets and delivers ambitious strategies and able to motivate and leads staff members and teams effectively, setting clear objectives to manage performance

Professional practice

- Meets all professional standards for fundraising and other associated responsibilities (such as data protection, due diligence, ethical gift acceptance, appropriate naming conventions, and so on) and a familiarity with relevant aspects of major giving such as tax relief, Gift Aid, legacies legislation, and so on

Planning and managing resources

- Ability to think strategically in order to establish mid- to long-term objectives and requirements and plan effectively and operational activities to achieve long-term objectives

Teamwork

- Builds effective teams, networks, and communities of practice and fosters constructive cross-team collaboration

Creativity, innovation and problem-solving

- Identifies innovative solutions to problems to bring a wider benefit to the organisation



Terms of Appointment

Salary

The salary for this role is circa £120,000 (with some flexibility for an exceptional candidate) with a generous benefits package.

Contract

This is a permanent full-time appointment.

Location

London + Hybrid

UAL's approach to hybrid working, requires staff to be on-site for at least 50% of their working hours. The minimum 50% model is the norm, but managers have discretion to adjust the model for team and user need.

Pension

The University is a member of the Local Government Pension Scheme (LGPS). Further information is available on the [LGPS website](#).

Annual leave

34 days

Sick Pay Entitlement

Up to 6 months full pay, followed by 6 months half pay, depending on length of service.

Sector-leading Equal Parental Leave

UAL has a sector-leading parental pay and leave provision which offers an equal package to staff irrespective of gender, sexual orientation or how people become parents. The policy entitles eligible salaried employees and Hourly Paid Lecturers 26 weeks of full maternity or paternity pay.

Health and Wellbeing

UAL offers a range of benefits designed to support your holistic wellbeing. From discounted gym memberships, eye care vouchers, access to private health insurance, and two days of paid leave to volunteer for a cause that matters to you, we do our best to ensure you thrive in and out of work.

We have a supportive sick pay scheme for those times when you're ill and have access to a specialist occupational health service. UAL staff can access a counselling and advisory service online or over the phone. Our free Employee Assistance Programme for confidential counselling is also there to support you whenever you need it.

Staff Discounts

UAL staff can access hundreds of exclusive discounts across big lifestyle brands, one-of-a kind unique gifts and support with big life changes, like relocating for work.

Travel staff benefits

UAL is committed to encouraging sustainability and a low carbon footprint, including in how staff travel to work. An interest-free loan is available for staff to buy an annual season ticket for rail, London Underground, bus or other transport with a recognised transport operator for your journey to and from work. All UAL staff are eligible to apply, provided that you are expecting to remain in service with UAL for the following year.

IT staff benefits

Working at UAL gives you access to a wide range of staff discounts on software and hardware. We also offer a one-year interest-free computer loan scheme of up to £1,000 for staff who have completed your probation and have a contract for at least one year.

People development

We are also an internationally renowned university, so we encourage staff to take advantage of opportunities for development through our staff development programme or free staff places on UAL short courses.

Equality, Diversity and Inclusion

We are committed to creating a fairer and more inclusive institution for everyone in our University community. Equality, diversity and inclusion are integral parts of our University's strategy, values and activities.

At UAL we are committed to creating a supportive, inclusive environment where students and staff can bring their whole selves to their work, learning and creative practice. We support everyone with all characteristics, inclusive of age, disability, gender reassignment (gender identity), marriage and civil partnership, pregnancy and maternity, race, religion, sex, and sexual orientation.

Across UAL, we collaborate with colleges, departments and institutes to mainstream EDI into the culture of these areas by delivering training, and provide advice and support through consultation on policies, procedures and services. In addition, we work towards accreditations, key initiatives and events that focus on equality, diversity and inclusion.

Our ambition is to ensure equality and inclusion remains at the core of working, teaching and learning, and that all members of the UAL's diverse community are empowered to reach their full potential.

[Learn more about equality, diversity and inclusion at UAL and our culture.](#)

How to Apply

To make an application, please go to <https://starfishsearch.com/jobs/ual-dir-dev-ar/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date	Monday 30 September 2024
Preliminary interviews	w/c Monday 7 October and w/c Monday 14 October 2024
Final Panel	Staff sessions: TBC late w/c 21 October 2024 Final Panel Interviews: TBC w/c 28 October 2024



Everyday objects sculptures made of latex by Michelle Johnson