



## **Development Officer**

### **The Honourable Society of the Middle Temple - City of London**

#### **Salary £30,000 to £32,500 depending on experience plus excellent benefits**

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage to practise as Barristers. The Inn's practising members consist mainly of barristers and judges and includes about 500 students of various nationalities studying for the Bar. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities.

The Development Officer post is a new role and will work closely with the Associate Director of Development to secure sustainable income and provide scholarships to the Bar and Heritage funding as required. It is an exciting time to join the organisation and to build new income pipelines for Middle Temple.

This role would suit a driven individual with relevant experience within a marketing or fundraising organisation who leads through their ability to organise and deliver projects, can engage audiences ranging from barristers to senior judges through honed communication skills, and who can ultimately deliver engaging development campaigns to increase income and reach targets.

The successful candidate will enjoy excellent benefits including a generous pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Sophie Brown at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Sunday 8 September 2019**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Development Officer
<b>Department:</b>	Membership & Development
<b>Reports to:</b>	Associate Director of Development
<b>Tenure:</b>	Permanent
<b>Line managers:</b>	N/A
<b>Location:</b>	Middle Temple, Treasury Office, London, EC4Y 9BT
<b>Job Purpose:</b>	Over the past few years Middle Temple has re-evaluated its strategy. The purpose of this development role is to build sustainable income for Middle Temple from a variety of streams including: Membership, Major Donors, Individual Giving and Trusts & Foundations.

### **Duties and responsibilities:**

- I. To work with the Associate Director of Development (ADD) to help develop and increase income to build a sustainable pipeline for Middle Temple.
- II. Help establish and maintain a fundraising CRM database.
- III. To actively and effectively promote fundraising opportunities to both internal and external stakeholders.
- IV. Research internal and external stakeholders, future acquisition targets and external funding sources including Trusts and Corporates.
- V. Increase internal knowledge and confidence in relation to fundraising.
- VI. With the ADD to build targeted stewardship programmes and increase engagement with supporters and members.
- VII. Write funding applications where applicable, monitor, track donations and keep financial records up to date.
- VIII. Work with website & social media teams to agree development messages and include regular campaigns in the organisation's communications plans.
- IX. Build relationships with funders and supporters, working with project leads and keep them engaged and involved in development programmes.
- X. To provide administrative support to the ADD as required, including preparing correspondence, booking meeting rooms/studios, greeting visitors and responding to telephone calls.
- XI. To undertake any other duties which are appropriate to the post as required.



## PERSONAL SPECIFICATION

<b>Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Strong administration experience required, ideally within a fundraising or marketing organisation.</p> <p>Experience of dealing with High Net Worth Individuals.</p> <p>Understanding of the corporate sector and the drivers for CSR campaigns.</p> <p>Ability to work with a range of donors and provide excellent service.</p> <p>Experience of Customer relationship management (CRM) databases</p>	<p>Experience in a similar role, preferably within not for profit or marketing role</p> <p>Experience with dealing with members of the legal profession or judiciary</p> <p>Experience of corporate giving requirements.</p> <p>An understanding and ability to talk to donors at all levels.</p> <p>Particular experience of the databases</p>
<b>Skills</b>	<p>Ability to research and provide advice on community needs, and approaches to philanthropy, relevant to donors' interests and wishes.</p> <p>Ability to analyse grant criteria and make recommendations on them.</p>	<p>Experience of researching and understanding clients needs.</p> <p>To understand the requirements for applying for income and collecting detailed inputs.</p>
<b>Qualifications</b>	Educated to degree level or above	

*Please note that the list of duties here is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.*