



Associate Director of Development

The Honourable Society of the Middle Temple - City of London

Salary - c£75,000 per annum plus excellent benefits

In this role you will be required to support the leadership team of Middle Temple, including supporting the design and delivery of the Inn's overarching strategy and functional work plans that achieve our mission to be a membership-focused organisation.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

You will work in the Membership Department as the lead of the Development function, to work with the Director of Membership & Development, colleagues and senior team to develop and implement a sustainable fundraising strategy.

The successful applicant will have substantial experience in a comparable organisation and will need to gain and steward key relationships on behalf of Middle Temple. A strategic thinker with excellent analytical, communication skills and judgement you will be able to influence highly intelligent stakeholders, make tough decisions and see 'the big picture'.

Excellent benefits include a pension scheme, private medical and life cover, as well as a generous leave allowance.

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

The closing date for receipt of applications is **Sunday 2nd June 2019**.

First round interviews will take place between 18 and 26 June 2019

Final interviews will take place on Wednesday 10 July 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

Job Title:	Associate Director of Development
Department:	Membership & Development
Reports To:	Director of Membership & Development
Line Manages:	Development Officer
Location:	Middle Temple, London

Job Purpose:

As lead of the Development function, to support the leadership team of Middle Temple including supporting the design and delivery of the Inn's overarching strategy and functional work plans that achieve our mission to be a membership-focused organisation.

As lead of the Development function, to work with the the Director of Membership & Development, colleagues and senior team to develop and implement a sustainable fundraising strategy.

Reviewing and assessing potential income generation from corporate, individual, trust, Foundation and endowment sources, this role will champion and prioritise the delivery of income generation to ensure that the provision of scholarships and new and expanded membership services is supported by increased income to the Inn.

KEY RESPONSIBILITIES

A. DEVELOPMENT STRATEGY, LEADERSHIP & FUNDRAISING PRIORITIES:

1. Develop and implement a Development strategy and supporting periodic work plans.
2. Develop the business plan for the growth of targeted support in this area, in preparation for a major fundraising campaign including assessing competitor provision and national and international opportunity.
3. Set up appropriate processes, systems and support services to meet business plans.
4. Produce & disseminate functional policies to ensure that the highest standards of performance are achieved with regard to all Development matters within the Inn.
5. Assess and establish the scope of necessary campaigns with specific relation to corporate, individual, trust, foundation and endowment mechanisms including national and international.
6. Recruit an assistant to help deliver the priorities, strategy and income generation.
7. In collaboration with the relevant senior members of the Inn, play a senior role in relation to the Inn's fundraising activities ensuring that any fundraising activity is provided in the context of a coherent and sustainable fundraising strategy, leveraging membership activity nationally and internationally, cultivation strategy and Inn stakeholders and relationships.
8. Develop and deliver new ideas and initiatives for fundraising that are sustainable in the longer term. In respect of this the end-goal is to raise an endowment fund that will ensure that the annual requirements for scholarships are met – currently in 2019 this is £1.3m a year and to fund enhanced member services and a longer term capital fund.

B. OTHER RESPONSIBILITIES:

1. The role will involve out of hours attendance either in a work capacity or at social events which are key to building and maintaining the collegiate ethos of Inn. The role-holder is expected to attend these where possible as part of the requirement to be a visible and approachable senior team mem of the Inn.
2. Service and provide support for the Inn's governance committees and sub-committees relating to development and fundraising.

PERSON SPECIFICATION

C. PERSONAL ATTRIBUTES:

1. Strong personal drive and motivation to succeed as part of a cohesive and effective leadership team.
2. Focused on achievement and continuous improvement.
3. Seeks and welcomes feedback but self-esteem does not require constant positive reinforcement.
4. Open, approachable personality and communication style with colleagues across the Inn.
5. Takes accountability for own actions and actions of teams, addressing issues and reinforcing positive behaviour promptly.
6. Positive and calm temperament even when under pressure.
7. Patience to work in an environment where there are multiple stakeholders and change can be slow.
8. Demonstrates the highest level of personal integrity.

D. EDUCATION/QUALIFICATIONS:

1. Degree level education.
2. Relevant professional memberships.
3. Evidence of continuous professional development within marketing, marketing research and membership management skills and techniques.
4. High level of IT literacy including CRM database usage.
5. Willingness to learn and develop as required.

E. EXPERIENCE:

1. Experience in a comparable organisation or similar relevant environment, holding and stewarding key relationships on behalf of the organisation.
2. Strong focus on relationships and stewardship alongside pipeline and the impact of own behaviours on these relationships.



3. Proven experience in senior management positions of comparable scale and complexity.
4. Proven experience of working effectively as a senior team lead to develop strategy and deliver against agreed brief and targets.
5. Significant experience in fundraising strategy and development.
6. Proven ability to generate income.
7. Evidence of maintaining excellent financial and budgetary discipline by being accountable for financial controls and systems.
8. Skilled at exploiting existing and new technology to improve working practices.

F. SKILLS & KNOWLEDGE:

1. Strong written and verbal communication skills to present information persuasively and influence highly intelligent stakeholders. Able to negotiate complex issues and secure buy-in at all levels by presenting arguments logically, checking for understanding and encouraging open, two-way discussion.
2. Strategic thinker with excellent analytical skills, highly intelligent and able to understand 'the big picture'. Quickly assimilates information with the ability to sift and judge key factors and draw correct inferences.
3. Excellent judgement, able to make prompt clear decisions that may involve tough choices. Draws on intellect, emotional intelligence and common sense to assess the facts and options available and identify a range of practical solutions to address issues. Skilled at balancing commercial and non-commercial objectives and activities.
4. Commercial & business acumen, able to leverage external relationships to the advantage of the Inn. Commercially focused yet driven by strong social values and the desire to make a positive difference.

G. RESPONSIBILITIES AS A SENIOR TEAM MEMBER OF THE INN

1. To contribute to the leadership of the Inn to achieve our aim of being a highly valued organisation that understands the needs of its members and delivers against those needs. This requires the role-holder to see beyond their immediate sphere of influence and work constructively with colleagues in other functions to provide input so that all activities align to the Inn's overall objectives.
2. Build and maintain sector awareness and keep up-to-date with external factors impacting on the sector. Identify opportunities and challenges to the future of the Inn



and bring those which are most appropriate to the leadership team for discussion. Contribute to the development of approved new business areas and lead on assigned projects.

3. Act as a highly visible ambassador for the Inn, raising its profile with relevant internal and external audiences whenever possible. Establish and maintain a network of contacts with other organisations within the legal sector and beyond.
4. Positively represent and promote the Inn at any internal and external meetings appropriate to the role or as directed.
5. Role model the behaviours the Inn seeks in employees which in turn foster a strong collegiate ethos. This includes highly visible, approachable leadership capable of building and sustaining high performance from teams and individuals, setting goals and inspiring people to perform; the encouragement of cross team collaboration; establishment of positive productive relationships with colleagues; clear communication of required information and knowledge; efficient and effective management of resources and sound ethical judgement.

H. RESPONSIBILITIES AS AN EMPLOYEE OF THE INN:

1. Compliance with all policies and procedures of the Inn relating to employees as set out on the Inn-tranet, the Staff Handbook, your contract of employment and any other documents produced and issued from time to time.
2. Commitment to work within the principles of equal opportunities legislation and in an inclusive, open and transparent style.
3. Work within the Inn's formal governance structures. Any deviation to this must be agreed in advance with the Under Treasurer.
4. Maintain a positive attitude and constructive behaviour at work at all times.