



British Institute of
International and
Comparative Law

Development Officer
Job description and person specification

Development Officer

Summary

The British Institute of International and Comparative Law (BIICL) is one of the leading independent research centres for international and comparative law in the world. Its research, events and publications are grounded in deep scholarly knowledge and strong practical experience that can be applied to many situations. The Institute seeks to make an impact around the world through its work. We are looking to appoint a Development Officer to assist our Development Director with the Institute's range of fundraising activities. In recent years, we have undertaken a number of innovative campaigns and activities, including the establishment of the Bingham Centre for the Rule of Law and the creation of new research positions such as the Watts Senior Research Fellowship in Public International Law. Further details on our development activities may be found at: <http://www.biicl.org/support-us>.

Job description

The Fundraising Officer will have responsibility for the following tasks:

- Researching new sources of core funding for the Institute, the Bingham Centre and the Arthur Watts Fellowship including trusts and foundations, law firms, companies, and high net worth individuals.
- Maintaining records of all prospects in the fundraising module of our Customer Relationship Management (CRM) database.
- Assisting the Development Director in developing proposals and applications for funders and donors.
- Planning and preparing fundraising materials, campaigns and events.
- Maintaining the development sections of the Institute's website.
- Ensuring that all donors and funders receive regular updates on the work they are supporting (either face-to-face or in writing).
- Ensuring that reporting requirements for funders are met in a timely manner.
- Maintaining accurate, up-to-date paper and electronic files on all prospects and donors in accordance with the Data Protection Act and maintaining donor trust and confidentiality at all times.
- Providing administration for all donations, pledges and grants and liaising with the Finance department to ensure that all income is recorded correctly.
- Assisting with the preparation of development reports for the Finance and Audit Committee and Board of Trustees.
- Organising, preparing papers and minute taking for the Bingham Centre Development Boards (UK and US), the Arthur Watts Steering Group and the BIICL Development Group.
- Developing an Alumni Programme for the Institute.
- Managing volunteer development interns, where appropriate.

Person specification

It is expected that the successful applicant will demonstrate and provide evidence of the following skills and experience:

- Graduate (or equivalent) with at least two years in a fundraising team or development office, ideally in a professional or educational environment;
- Trust and Foundation fundraising experience;
- Donor research;
- Donation administration;



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- Using a CRM or fundraising database;
- Writing funding proposals and applications;
- Good written and oral communication skills;
- An ability to communicate confidently and clearly with senior executives;
- A collaborative and collegial team player; and
- An interest in international and comparative law and the rule of law.

Other information

An initial salary package within the range of £24,000 - £27,000 per annum is expected, depending on qualifications and experience. We hope that the person appointed will commence as soon as possible.

All applicants should provide the following:

- A full curriculum vitae, including the names and contact details of two referees;
- A covering letter setting out their reasons for applying and how they consider that they meet the criteria for this post.

The deadline for applications is **16 January 2015**. Interviews will be held in late January.

Applicants are encouraged to find out more about the Institute and its members of staff and activities at: <http://www.biicl.org>.

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