

DEVELOPMENT MANAGER

Job Ref: REQ17453

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management & Specialist Grade 6

Job Purpose

- To raise philanthropic funding to support the University's activities, using creative and innovative fundraising techniques.
- To attract major gifts (£5,000+ per year) for University-wide priority fundraising projects and identify development opportunities.
- To steward existing donors through day-to-day contact, writing donor reports and corresponding with high-net-worth individuals, corporate partners and their offices.

Job Duties

The post holder's main focus will be to further develop the successful fundraising activity at the University. Specifically:

- To manage a portfolio of prospective donors (high-net-worth individuals and companies) maintaining close personal relationships with each prospect, integrating them with the University and working closely with academic and administrative staff to bring the prospective donors to the point where they can be solicited for philanthropic support, and asking them personally.
- To work on own initiative and with the Prospect Researcher to identify potential donors and maintain and progress a pipeline of prospects.
- To conduct a high number of quality visits/ submit a high number of quality proposals and think creatively about the opportunities for prospects and donors to become involved and invested in the University.
- To lead the development of tailored, individualised solicitation plans for each of the identified prospects for which they are responsible and include the clear prioritisation of actions and engagement.
- To research, develop and write fundraising proposals and applications to secure significant philanthropic funding.
- To travel to meet with prospects and donors to cultivate, solicit and steward them and represent the University at events as required.
- To develop excellent working relationships across the campus, especially with all groups involved in specialist activity.
- To provide professional advice and support to academic and support staff across the University on fundraising priorities and procedures.
- Ensure that all income is handled as tax effectively as possible, and keep abreast of charity law and other relevant laws. Draw up and negotiate gift agreements and contracts.
- To effectively and efficiently record all interactions and developments with prospects and donors on the CRM database - Raiser's Edge.
- Working to targets, as agreed with line manager.

- Assisting with special projects as required.
- To dress appropriately for work engagements in smart business attire, unless instructed otherwise.
- To undertake any other duties required which are within the scope and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

Must be willing to work evenings and some weekends as the job requires.

The post holder must be willing to undertake substantial travel in the UK and potentially overseas.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Senior Development Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Fundraising experience gained in a charity, NGO or connected environment	1,3
	Track record of securing/ helping to secure gifts of £1,000 or more from individuals, charitable trusts, organisations and/or corporations	1,3
	Experience of managing fundraising cases and proposals	1,3
Skills and abilities	Strong, professional interpersonal skills particularly in face to face situations, including relevant experience of negotiating with senior and/or high net worth individuals	1,2,3
	Excellent verbal and written communication skills, including persuasive and compelling approaches to asking for donations face to face and in writing effective proposals and applications for funding	1,2,3
	Tactful and discreet; able to establish and develop and maintain relationships.	1,2,3
	Flexible, willing and reliable with good time management and organisational skills.	1,2,3
	Flair and determination	1
	Ability to work on own initiative and to pro-actively manage fundraising activity	1,3
	Ability to work independently and as part of a team. Positive attitude to collaboration and the ability to work with contacts at all levels	1,3
Training	Demonstrate evidence of having undertaken further training	1
Qualifications	Educated to degree level or equivalent experience and/or qualifications	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
	Must be willing to work evenings and weekends as required and to travel within the UK and potentially overseas to meet potential and current donors	1
	Driving licence	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience gained in a University Development Office	1,3
Skills and abilities	Strong MS Office skills	1,2,3
	Experience of Raiser's Edge database	1,3
Qualifications	Qualification in relevant area (e.g. fundraising or marketing)	1
	Member of Institute of Fundraising	1
Training	Funding training	1
Other	An understanding of Higher Education	1,3
	An interest in, and commitment to, raising funds for higher education and a willingness to engage with the academic mission of the University	1,3

Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 6, £29,301 to £38,183 per annum, subject to annual pay award. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Laura Hutchinson, Senior Development Manager by email at L.A.Hutchinson@lboro.ac.uk or by telephone on (01509) 228649.

Applications

The closing date for applications is **18 June 2017**.