

DEVELOPMENT OFFICER (x2)

Job Ref: REQ240234

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Philanthropy team focuses on raising funds from individuals (alumni and other contacts of the University), charitable trusts and foundations and companies in support of the University's priorities. This includes donations left in Wills as bequests.

Job Description

Job Grade: Administrative Services Grade 5.

Job Purpose

- Secure philanthropic funding in support of the University's strategic priorities
- Engage in direct solicitation efforts to secure major gifts from donors of at least £5,000 per annum, employing both face-to-face interactions and persuasive written bids/proposals using innovative fundraising techniques.
- Nurture relationships with existing donors by providing personalised stewardship, maintaining regular communication, and crafting donor reports that highlight the impact of their contributions.
- Collaborate with the philanthropy team to provide project support across various fundraising areas, including legacy fundraising, donor acquisition, and engagement with individuals, corporate partners, trusts, and foundations.

Job Duties

The post holder's focus will be to advance the successful fundraising activity at the University, in line with its strategic aims and priorities. Specifically, to:

- Assist in the implementation of fundraising campaigns and initiatives aimed at securing philanthropic support for the university's strategic priorities, working in conjunction with the line manager.
- Work with the Prospect Research Team to identify and qualify potential donors and supporters and participate in the donor management process.
- Support the cultivation, stewardship, and engagement of alumni, donors, and other key stakeholders through various communication channels, including telephone contact and face-to-face visits.
- Personally cultivate and develop a "portfolio" of prospective donors and existing supporters to the point where they can be asked for philanthropic support, including asking them face-to-face or supporting other senior staff and volunteers in making major gift solicitations.
- Assist in the planning and execution of events and activities designed to engage alumni and donors, both virtually and in person.
- Provide research and copywriting support for fundraising applications and proposals in support of team objectives, ensuring compliance with relevant University policies and procedures.

- Maintain accurate and up-to-date donor records and database entries on the CRM database (Raiser's Edge), recording all interactions and developments with prospects and donors efficiently.
- Develop excellent working relationships across the campus and collaborate with colleagues across departments to ensure effective coordination and integration of development and alumni relations efforts.
- Work to targets as agreed upon with the line manager.
- Assist with special projects as required, demonstrating flexibility and adaptability in undertaking duties commensurate with the grade and nature of the post.
- Undertake any training and development deemed appropriate for the position by the line manager.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibilities 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 and 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	Direct fundraising experience or related experience with skills that are transferable to fundraising.	1,2,3
	Administrative and/or research experience.	1,2,3
Skills and abilities	Excellent communication skills, both written and verbal, with the ability to engage and build strong relationships with diverse stakeholders.	1,2,3
	Strong organisational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively.	1,3
	Proactive and self-motivated, with a willingness to take initiative and contribute to team goals.	1,3
	Collaborative team player with the ability to work effectively in a fast-paced environment.	1,3
	Proficiency in Microsoft Office 365.	1,2,3
	Flexible, willing, and reliable.	1,3
	Flair, determination, and problem-solving skills.	1,2,3
Qualifications	A-level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1
Other	An interest in fundraising in Higher Education and an appreciation of its value and importance.	1,3
	Must be willing to occasionally work evenings and weekend hours if required and to travel within the UK.	1
	Full UK Driving Licence.	1
	A commitment to equality and diversity with the ability to role model, adhere to, and advocate the University's Equality and Diversity policy.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Fundraising and alumni relations experience in Higher Education.	1,2,3
	Demonstrated ability to canvas potential donors and ask for charitable gifts.	1,2,3
Skills and abilities	Experience in database management particularly with Raiser's Edge (NXT).	1,3
Qualifications	A bachelor's degree or equivalent qualification.	1
Training	Fundraising training.	1,3
Other	A knowledge of Higher Education.	1,2,3
	A knowledge of Widening Participation activities within Higher Education.	1,2,3

Conditions of Service

The position is full-time and open-ended. Salary will be on Administrative Services Grade 5, £27,979-£32,982 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 5 and above, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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 [here](#).

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 [here](#).