

SENIOR DEVELOPMENT MANAGER – TRUSTS, FOUNDATIONS AND PARTNERSHIPS

Job Ref: REQ240518

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 and Specialist Grade 7.

Location: Offering a choice of primary location between our London or Loughborough campuses. The university has a dynamic working policy that offers flexibility around working from home.

Job Purpose

- Play a lead role in the development and delivery of philanthropic partnership activity aligned with the University's Core Plans.
- To raise significant funding in the form of six- and seven- figure donations from a variety of funding sources primarily charitable trusts, foundations and corporate partnerships (and those with Foundations) for specific projects and University priorities, via face-to-face visits and written proposals using creative and innovative fundraising techniques.
- Steward portfolio of significant donors and Trustees, through preparing and writing donor impact reports, hosting high profile visits and meetings between donors and beneficiaries, and maintaining regular correspondence with senior contacts at the charitable trusts and foundations and companies.
- Leading on the development of compelling cases for support for a portfolio of major strategic philanthropic projects for the University, liaising with senior colleagues, Committees and Project Management Boards to create compelling proposals to attract significant funding.
- Act as expert and primary point of contact for the University in building philanthropic partnerships with companies, working in close collaboration with academics, the Research and Innovation Office, Careers and Commercial teams across both our Loughborough and London campuses. The post holder will provide cross-cutting institutional philanthropic partnership development expertise and support.

Job Duties

The post holder's main focus will be to lead on Charitable Trust & Foundations activity, as well as the development of corporate partnerships at the University. This will be achieved by:

Duties

- Creating and leading the Philanthropy Team's trusts and foundations and corporate fundraising strategy, to support the delivery of Loughborough's Partnerships Core Plan (one of six core plans underpinning our 2030 Strategy), and be responsible for its implementation;
- Writing bespoke proposals, applications and fundraising materials aimed at individuals, companies, trusts and foundations in order to generate significant philanthropic support for fundraising campaigns and University priorities;
- Build a network of key funders and influencers, attend events on and off campus to network with campus partners, regional business representatives and funding organisations. Work with senior university leadership and the prospect research team on 'stakeholder mapping' to unlock potential new philanthropic

partnerships for Loughborough.

- Planning, developing and writing persuasive fundraising applications in conjunction with colleagues to generate philanthropic support for University priorities, working to agreed targets and ensuring deadlines are met to the highest standard;
- Interpreting and writing in appropriate terms, complex data and ideas from a wide range of primary and secondary academic and technical sources to form proposals, cases for support and other fundraising materials;
- Line management of one Trusts and Foundations fundraiser, with line of sight to further direct reports as the team is projecting growth in the next three years.
- Responsible for ensuring philanthropic partnerships with companies and trusts adhere to our 'Safer Partnerships and Trusted Research' framework and partnerships are evaluated through the University's due diligence process and Donation Acceptance Policy
- Effectively and efficiently recording all interactions and developments with current and potential donors on the CRM database - Raiser's Edge; measure and report on how PASE activity with companies and trusts has had wider benefit to Loughborough University (eg referrals for student placements, graduate employers, sponsors, commercial agreements)
- Developing excellent internal working relationships across both the Loughborough and Loughborough London campuses;
- Supporting colleagues at busy times and in cases of absence, by undertaking duties and responsibilities which are commensurate with the grade and nature of the post;
- Represent PASE and the University internally and externally as appropriate
- Assisting with special projects across the Marketing and Advancement department; including deputising for the Director and Assistant Director of PASE as required
- Maintaining confidentiality regarding supporter information at all times and ensuring compliance with the Data Protection Act;
- Ensuring compliance with relevant University policies and procedures;
- Undertaking any training and development deemed appropriate for the position by line manager.

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.

You must be willing to work occasional evenings and some weekends, as well as undertake substantial travel in the UK and potentially overseas, as the job requires.

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.

Organisational Responsibility

Reports to the Assistant Director of Philanthropy, Alumni & Supporter Engagement (PASE)

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 experience in fundraising, sales, bid writing, project development or related area with skills that are transferable to fundraising and/or not-for-profit/government/research sectors	1, 3
	Experience of building relationships with senior stakeholders such as board-level business leaders, trustees and directors at charitable foundations, senior academics or university professional service leaders	1, 3
	Experience of developing and writing persuasive funding applications for 6- and 7- figure bids or contracts, reports or developing cases for support, or related copywriting experience	1,2,3
	In depth knowledge of the UK charitable trusts and foundations funding landscape / corporate fundraising landscape	1, 3
	Experience of working to qualitative targets (eg income / number of partnerships) and a track record of achieving them	1, 3
Skills and abilities	Excellent written and verbal communication skills to persuade, influence and negotiate credibly internally and externally at a senior level	1,2,3
	Ability to manage, lead and develop strategy	1, 3
	Flexible, willing and reliable with excellent time management and organisational skills	1,2,3
	Strong problem-solving skills and the ability to work on own initiative	1,2,3
	Competent PC user, familiar with MS Word and Excel and using e-mail/internet	1,2
	Capable of building strong internal and external working relationships	1,3
	Ability to deal positively with setbacks	1,3
	Exceptional attention to detail	1,2,3
	Ability to work under pressure to tight deadlines	1,2,3
	Ability to write persuasively, while drawing upon multiple sources of complex information.	1,2,3
Qualifications	A degree or relevant professional experience.	1
Other	An interest in fundraising for 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	1,3
	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	1,3
	Demonstrated ability to canvas potential donors and ask for charitable gifts	1,3
	Experience of face-to-face or digital networking, through platforms such as LinkedIn	1,3
Skills and abilities	Experience of working with the specialist fundraising software, Raiser's Edge	1,3
	Ability to demonstrate a creative approach to tasks and challenges	1,2,3
	Excellent interpersonal skills, including diplomacy, discretion, tact, and the confidence to deal with a wide range of audiences including those at a senior level	1,3
Qualifications	A 2:1 or first-class degree at undergraduate level	1
	Driving Licence	1
Training	Fundraising training	1,3
	Willingness to undertake further training	1,3
Other	A knowledge of Higher Education	1,3

Conditions of Service

This position is full time and open-ended upon successful completion of the probationary period.

Salary will be on Management and Specialist Grade 7 (£45,585 - £54,395), plus London weighting if based on London campus (£3,518) at a 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 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/>