



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post-holder.

Job title: Proposition Development Executive

Department/Division: LSE Philanthropy and Global Engagement (PAGE)

Accountable to: Strategic Proposition Development Manager

Background:

In November 2021 the **London School of Economics and Political Science (LSE)** launched the public phase of Shaping the World, a major philanthropy and engagement campaign. It is helping to deliver a new strategic direction that will preserve and build on LSE's status as a world leading social science university, educating brilliant minds and creating knowledge that can transform global societies for global impact.

LSE's **Philanthropy and Global Engagement Division (PAGE)** serves, engages and cultivates a reciprocal relationship with alumni and friends, staff and students, volunteers, donors, global partners, organisations and the wider community to increase engagement, philanthropic income and strategic partnerships for agreed School priorities.

Within PAGE, the **Alumni, Supporter Engagement and Operations (ASO)** function is responsible for delivering a holistic and integrated programme and infrastructure which enables LSE's community of alumni, donors, volunteers, partners and other friends to have a meaningful and enduring relationship with the School in support of strategic LSE goals. The team of c. 40 is led by the PAGE Operational Director/Director of Alumni and Supporter Engagement, Deputy Director of Operations, and Deputy Director of Alumni and Supporter Engagement. ASO sits beside the other functions within PAGE of Development (philanthropy), Corporate Engagement, and Global Academic Engagement. Within ASO, the Operations team is responsible for providing an effective infrastructure for philanthropy and engagement programmes. It consists of two main functions: Systems and Data, and Proposition Development & Income Management.

The **Proposition Development & Income Management** team is responsible for delivering high-quality and proactive proposition development, funding acceptance services, providing expert fundraising support, maintaining reliable income administration processes, and operating effective transition processes between PAGE and other Divisions. The team is part of a wider **PAGE Operations** function of c. 15 staff providing an effective infrastructure for the fundraising and engagement efforts of the Division. This covers systems, data, gift processing, proposition development & fundraising support, finance and planning and office management.

Job Summary:

The post-holder will support the development of fundraising projects to maximise philanthropic support for key areas of the School's work. This includes developing propositions, creating and maintaining repositories of information on fundraising projects, and supporting activities that help colleagues from the Division of Philanthropy and Global Engagement, and the wider School, to communicate philanthropic investment opportunities to external and internal audiences.



Duties and Responsibilities

Proposition Development

- Lead proposition development of fundraising projects and emergency appeals, as agreed with the Strategic Development Project Manager (“Manager”).
- Support the development and implementation of proposition development processes (including, but not limited to, new projects and strategic priorities approvals, proposition development guidelines and capital recognition process)
- Work with academic departments and professional services divisions across the School to derive key information and project details.
- Develop and maintain key information and project details of fundraising projects and emergency appeals, as agreed with the Manager, including internal-facing text books, concept notes and key messages.
- Identify Campaign priority related funding opportunities at low to mid giving levels
- Develop ideas for low-level and regular giving propositions
- Support the Manager and Fundraising Leads to deliver knowledge exchange for income-generating teams and others in PAGE on agreed fundraising priorities.
- Develop and maintain of procedural documentation for proposition development
- Identify training needs and undertake training and development of PAGE staff related to the role, with particular attention to developing propositions and funding opportunities.
- Responsible for PAGE guidance documentation and the coordination of training on proposition development processes within the Division.
- Provide support and advice to PAGE income generating teams in crafting and shaping proposals (<£1m), as agreed with the Manager.

Relationship Management

- Establish and maintain sustainable and effective relationships with key contacts within PAGE and across LSE, particularly faculty and professional services colleagues who lead, manage, and orchestrate Campaign priorities.
- Devise strong lines of communication to maximise authenticity and detail with which Campaign priorities are articulated, including supporting working groups as appropriate.
- Establish a network of contacts in the HE and charity sectors for insight and best practice.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)



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Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.