



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Proposition Development Executive

**Department/Division:** PAGE

**Accountable to:** Strategic Proposition Development Manager

Competency	Criteria	E/D
<b>Knowledge and experience</b>	Experience of delivering end-to-end management of projects with complex internal and external stakeholder relationships	E
	Experience in a project lead role in a complex organisation	E
	Experience of distilling and condensing complex information	E
	Understanding of the wider HE landscape, particularly in relation to fundraising and external relations	E
	High degree of confidence in working with senior stakeholders, in this case School staff and high level donors and volunteers	E
	Ability to think strategically and tactically about the relationship between institutional needs, potential donors and philanthropic goals	E
	Strong literacy and numeracy skills	E
	Excellent office IT skills including general Windows experience (Word, Outlook, Excel and PowerPoint) and experience of Customer Relationship Management database entry and interrogation	E
	Experience of working in the context of a large fundraising campaign	D
Experience of fundraising in a higher education or charity environment	D	
<b>Communication</b>	Excellent written and oral communication and influencing skills	E
	Confidence in dealing with and providing guidance to external and internal contacts at the highest level	E



	Ability to receive, understand and explain complex information	E
	Experience of writing and delivering presentations and reports	E
<b>Planning and organising resources</b>	Excellent organisational, time-management and project-management skills, with a proven ability to work effectively on numerous projects simultaneously and to adapt to rapidly changing circumstances	E
<b>Decision making</b>	Ability to make and take responsibility for autonomous decisions	E
<b>Initiative and problem solving</b>	Ability to innovate, be responsive, resourceful and resilient	E
	Ability to resolve problems when an immediate solution is not apparent	E
	Experience of planning and progressing work using initiative and judgement	E
<b>Teamwork and motivation</b>	Experience of influencing and motivating colleagues at various levels of seniority	E
	Ability to work independently and collegially with a wide range of people, internal and external to the University	E
	Ability to work closely with and contribute to/support the work of several teams within the office and around LSE	E
	Self-motivation, ability to work proactively and on own initiative	E
<b>Analysis and research</b>	Strong critical thinking skills. Ability to draw out and interrogate information, anticipating challenges and opportunities	E
	Ability to undertake extensive desk-based research, both qualitative and quantitative, for areas of the School's work that are major institutional priorities for philanthropy	E
	Ability to develop an excellent working knowledge of other areas of the School whose work constitutes major institutional priorities for philanthropy	E
	Experience of breaking down large quantities of information into forms that are digestible for other audiences	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**