



## 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:** Senior Philanthropy Manager

**Department/Division:** Philanthropy and Global Engagement (PAGE)  
**Accountable to:** Head of Philanthropy

Competency	Evidence	E/D
<b>Knowledge and Experience</b>	• Educated to degree level or equivalent	E
	• Demonstrable experience of fundraising from individuals	E
	• Significant track record of securing at least four and five-figure gifts	E
	• Experience of working with and staffing senior institutional leaders as part of cultivation and solicitation of high-value donor prospects	E
	• Experience of developing proposals to deliver philanthropic income for agreed priorities	E
	• Experience of working within a results-oriented environment, with a record of exceeding personal KPIs and targets	E
	• Experience of working with and managing volunteers in both an informal and committee structure	E
	• Understanding of and commitment to the highest standards of relationship management and donor stewardship	E
	• Interest in and understanding of the issues facing higher education globally and in the UK	E
	• Experience of using a complex donor/client relationship database, e.g. Raiser's Edge, Salesforce	E
	• Experience of fundraising in international markets	D
	• Capability and enthusiasm for working across cultures, adapting manners and approaches accordingly	D
	• Good office IT skills including general Windows experience (Word, Outlook, Teams, Excel, and PowerPoint)	D
	• Good knowledge of the fundraising regulatory environment including data protection legislation	D
	• Inputting into the development and delivery of strategic plans to deliver philanthropic income against agreed targets	D
	• Experience of coaching and/or line managing fundraising staff	D
	• Experience of working in the higher education sector or an equivalent large, complex organisation	D



<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills, with close attention to detail</li> <li>• Experience of presenting complex reports to a range of senior stakeholders demonstrating excellent presentation skills</li> <li>• Ability to work with academic faculty and professional/support service staff in developing projects to present to donors</li> <li>• Ability to present gift opportunities to potential donors in order to clearly solicit philanthropic support and to close gifts in a timely and professional manner</li> <li>• A high level of discretion in dealing with personal records and confidential information</li> </ul>	<p>E E E E E</p>
<p><b>Liaison and Networking</b></p>	<ul style="list-style-type: none"> <li>• Ability to form external relationships on behalf of the School</li> <li>• Ability to work with, and have an interest in working with, academic faculty in developing a variety of projects to present to donors</li> <li>• Ability to communicate with and develop relationships with a variety of different people and at different levels of seniority, including prominent individuals in business and public life</li> <li>• Ability to place your own work within the context of the wider work of PAGE and LSE and take appropriate action</li> </ul>	<p>E E E E</p>
<p><b>Teamwork and Motivation</b></p>	<ul style="list-style-type: none"> <li>• Ability to build and develop external relationships on behalf of LSE</li> <li>• Ability to work closely with colleagues from different units within PAGE as part of one team</li> <li>• A “can-do” attitude</li> <li>• Ability to work with a high level of independence and good judgement</li> <li>• Ability to informally supervise and motivate junior staff members in delivery of a successful Campaign and ongoing philanthropy programme</li> <li>• Ability to drive performance, plan and monitor the workload of junior staff</li> </ul>	<p>E E E E E E</p>
<p><b>Initiative and Problem Solving</b></p>	<ul style="list-style-type: none"> <li>• Ability to address problems that are difficult to resolve and propose solutions</li> <li>• Evidence of use of initiative and adaptability</li> <li>• Experience of developing viable fundraising solutions to new and emerging challenges in HE/fundraising environments</li> <li>• Experience and judgement in making decisions that could have a significant impact on the PAGE division and LSE as a whole, and demonstrate understanding for when and who to consult on such decisions</li> </ul>	<p>E E D E</p>



<b>Planning and Organising Resources</b>	<ul style="list-style-type: none"><li>• Ability to think strategically and to ensure fundraising activity meets agreed LSE priorities and financial targets</li><li>• Ability to work on multiple tasks and to prioritise competing deadlines</li><li>• Strong organisational skills with a good eye for detail and ability to take projects to completion</li><li>• Ability to work effectively in a hybrid environment, where meetings may be in person, online, or both</li></ul>	E E E E
<b>Service Delivery</b>	<ul style="list-style-type: none"><li>• Able to set and deliver high service standards</li><li>• Able to deal promptly and efficiently with requests</li></ul>	E E
<b>Other</b>	<ul style="list-style-type: none"><li>• Flexibility to work outside normal working hours, and to travel nationally and internationally as required</li></ul>	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.**