

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
Knowledge and Experience	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



Communication	• Excellent written and oral communication skills, with close attention to detail • Experience of presenting complex reports to a range of senior stakeholders demonstrating excellent presentation skills • Ability to work with academic faculty and professional/support service staff in developing projects to present to donors • 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 • A high level of discretion in dealing with personal records and confidential information	E E E E E
Liaison and Networking	• Ability to form external relationships on behalf of the School • Ability to work with, and have an interest in working with, academic faculty in developing a variety of projects to present to donors • 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 • Ability to place your own work within the context of the wider work of PAGE and LSE and take appropriate action	E E E E
Teamwork and Motivation	• Ability to build and develop external relationships on behalf of LSE • Ability to work closely with colleagues from different units within PAGE as part of one team • A “can-do” attitude • Ability to work with a high level of independence and good judgement • Ability to informally supervise and motivate junior staff members in delivery of a successful Campaign and ongoing philanthropy programme • Ability to drive performance, plan and monitor the workload of junior staff	E E E E E E
Initiative and Problem Solving	• Ability to address problems that are difficult to resolve and propose solutions • Evidence of use of initiative and adaptability • Experience of developing viable fundraising solutions to new and emerging challenges in HE/fundraising environments • 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	E E D E



Planning and Organising Resources	• Ability to think strategically and to ensure fundraising activity meets agreed LSE priorities and financial targets • Ability to work on multiple tasks and to prioritise competing deadlines • Strong organisational skills with a good eye for detail and ability to take projects to completion • Ability to work effectively in a hybrid environment, where meetings may be in person, online, or both	E E E E
Service Delivery	• Able to set and deliver high service standards • Able to deal promptly and efficiently with requests	E E
Other	• Flexibility to work outside normal working hours, and to travel nationally and internationally as required	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.