



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 postholder.

Job title: Senior Philanthropy Manager

Band: 7

Department/Division: Philanthropy and Global Engagement division (**PAGE**)

Accountable to: Head of Philanthropy

Job Summary

The Philanthropy Team plays a pivotal role in PAGE to support LSE's *Shaping the World Campaign*. The Team is responsible for building a long-term and sustainable major gifts programme at LSE and focuses on donors with the capacity to give donations between £10k and £1m. The team is ambitious, and provides a coherent donor-centric approach, by building relationships with individuals and family trusts, and moving them through the major donor acquisition process, from identification and qualification through to cultivation, asking, and stewardship and re-cultivation.

The Senior Philanthropy Manager will play a leading role in developing the Philanthropy team's fundraising strategy within key international regions, with a focus on six figure gifts, while developing and managing a pool of prospective individual donors with the aim of securing major gifts for LSE's Campaign priorities. In addition, they will line-manage up to two Philanthropy Managers whose role will be focused on major donor fundraising, in either North America or Asia.

As a team, we take pride in our collaborative and inclusive culture, so while you will be responsible for an agreed financial and activity target, we also ask for a commitment to a 'one-team approach' to help achieve our Campaign goals.

This post will focus on international fundraising; however, we welcome applications from all candidates who have experience of building trusted relationships with multiple stakeholders, both in the UK and globally.

Duties and Responsibilities

Fundraising

- Personally solicit major gifts (c.£250k - £1m) and pledges to an agreed target, as part of the Philanthropy team's annual income target
- Support the Head of Philanthropy to design and implement strategies to build momentum around giving in key international regions
- Responsible for at least one LSE Campaign priority and fundraising at the six-figure level in at least one international region
- Manage a portfolio of high-net-worth individuals, which includes both alumni and non-alumni, based in agreed priority international regions
- Meet and qualify prospective donors, to understand their philanthropic interests and aspirations,



and identify potential links with Campaign priorities

- Plan and prioritise approaches to prospective donors, in particular focusing on how best to progress relationships through the solicitation stages (from unqualified to the first meeting, cultivation, to solicitation and stewardship / re-cultivation) and build a lifelong philanthropic relationship with LSE
- Personally, and confidently solicit gifts through individual meetings on your own or jointly with LSE leadership / academics /volunteers, as appropriate
- Actively engage prospective and current donors through event opportunities – PAGE-organised events as well as LSE's public lecture programme, and create a visceral connection to the School's intellectual capital and global networks
- Develop high-quality bespoke proposals, drawing on a central repository of Campaign templates, for prospective donors which present Campaign priorities in a compelling but accessible way capable of inspiring prospective donors to make major gifts.

International Fundraising and Line Management

- Along with the Head of Philanthropy, develop the strategy for international fundraising at the six-figure level and deliver on the International Fundraising operations plan
- Work with colleagues across PAGE to ensure the Philanthropy team's strategy is aligned with the overall PAGE strategy for international fundraising
- Act as the main lead for international trips in the Philanthropy team, providing in-country expertise to colleagues across the team and remaining abreast of major developments within each priority region
- Provide exceptional management, motivation, leadership, and direction to Philanthropy Managers who will focus on fundraising at the six-figure level from at least one priority international region
- Work with the Philanthropy Research team to identify an informed pipeline of six-figure prospects from priority regions that are aligned with the Campaign priorities
- Work closely with the Alumni Engagement team to ensure an integrated approach to engagement opportunities within each international region, to help identify and engage potential major donor prospects.

Relationship Management

- Build strong relationships – across PAGE, as well as with LSE leadership, academics and professional services, and enhance the role of philanthropy within the School, and coordinate the right people to secure major gifts
- Initiate and grow a personal network of senior key influencers who can advise and make introductions to strengthen and grow our major donor base
- Collaborate with colleagues across PAGE and LSE on specific gift opportunities, as appropriate, to create, promote and embed a one-team approach to achieving our Campaign goals
- Work with the Philanthropy Research team to broaden support by identifying new prospective donors as well as deepening the relationship with those already known to LSE
- Produce clear, useful briefings for LSE leadership and academics in advance of meetings with prospective donors
- Put in place high-quality stewardship for your donors, coordinating with PAGE's Supporter Relations team, ensuring they understand the valued impact of their gift as part of your re-cultivation strategy to encourage renewals and uplifts, including potential legacy gifts.

Data management and compliance

- Ensure that all significant interactions are accurately recorded on PAGE's CRM database, including timely contact reports and other key information that needs to be readily accessible
- Follow, execute and champion the LSE policies on the acceptance of gifts, including procedures



concerning screening of donors and prospective donors to ensure we maintain high ethical standards, as well as being compliant with the Code of Fundraising Practice and the CASE Statement of Ethics

- Ensure compliance with data protection legislation in daily work and contribute to departmental awareness and initiatives regarding data protection.

Other duties

- Participate in in-house training, and be involved where appropriate with professional bodies such as CASE to represent LSE and both collect and disseminate best practices in the field
- You may be required to travel and work irregular hours in accordance with the needs of the role
- As needed, represent PAGE at committee meetings, department meetings and working group sessions to update on activity and performance.

The above list of responsibilities is not exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Flexibility

To deliver services effectively, a degree of flexibility is required outside of the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

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](#)

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.