



## 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:** Associate Director of Leadership Philanthropy (ADLP)

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

**Accountable to:** Global Director of Development

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Demonstrable fundraising experience with a successful track record in securing seven and eight figure level gifts	E
	Experience of working in partnership with and staffing senior institutional leaders, faculty and professional/support services staff as part of cultivation and solicitation of seven and eight figure donors and prospects	D
	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 working with a complex donor/client relationship database e.g. Raiser's Edge/Salesforce	D
	Good office IT skills including general Windows experience (Word, Outlook, Teams, Excel and PowerPoint)	E
	Experience of fundraising internationally	E
	Experience of working in Higher Education or an equivalent large complex organization; experience of negotiating with multiple decision-makers and stakeholders	E



Communication	Excellent written and oral communication skills	E
	Excellent presentation skills across a range of audiences	E
	Experience of producing bespoke proposals to deliver leadership/transformational philanthropic income for agreed priorities	E
	Ability to present leadership/transformational gift opportunities to potential seven and eight figure donors in order to clearly solicit philanthropic support and close gifts in a timely and professional manner prominent individuals in business and government	E
	Excellent negotiation skills	E
	A high level of discretion in dealing with personal records and confidential communication	E
Liaison and Networking	Ability to build and develop external relationships on behalf of the School	E
	Ability to work with senior academic faculty and professional/support service staff in developing projects to present to donors	E
	Ability to communicate and develop relationships with a variety of different people including prominent individuals in business and public life	E
	Ability to deliver a coordinated approach to leadership philanthropy activity across the School and its overseas offices	E
	Ability to place work within the context of the wider PAGE division and LSE	E
Teamwork and Motivation	Ability to form and communicate a clear vision of the goals to be achieved by academic faculty partnership	E
	Ability to work closely with colleagues from different units within PAGE as part of one team	E
	Ability to work with a high level of independence and good judgement	E
	Ability to (informally) supervise and motivate junior staff members in delivery of a successful Campaign and beyond	E



	Ability to build relationships across the PAGE division	E
Decision Making	Ability to contribute to effective strategic and operational plans	E
	Ability to resolve complex problems	E
	Evidence of use of initiative and resourcefulness	E
	Evidence of sound judgement in decision making in scenarios, demonstrating the ability to service multiple stakeholders, with an ambition to create the best possible outcome for LSE	E
Planning and Organising Resources	Ability to think strategically and to ensure fundraising activity meets agreed LSE priorities and financial targets	E
	Ability to work on multiple tasks and prioritise competing deadlines	E
	Budget planning and management	D
	Ability to organise own work and that of others in delivering multiple tasks and events, responding effectively to changing deadlines and conflicting priorities	E
	Ability to work effectively in hybrid environment	E
Service Delivery	Ability to set and deliver high service standards	E
	Understanding of data protection legislation and experience in ensuring data is accurate, up-to-date and complete, and that systems are fit for purpose	D
Investigation, analysis and research	Ability to gather and analyse complex data and draw strategic conclusions	E
Other	Flexibility to work outside normal working hours from time to time	E



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

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