



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: Associate Director Leadership Philanthropy (ADLP)

Department/Division: Philanthropy and Global Engagement (PAGE)
Accountable to: Global Director of Development

Background

The **London School of Economics and Political Science (LSE)** is a world-renowned institution for the study of the social sciences in their broadest sense, from economics, politics and law to sociology, anthropology, information systems, accounting and finance.

The LSE is entering an exciting period in its 125-year history. LSE 2030 will deliver a new strategic direction that will preserve and build on LSE's status as a world leading social science university that educates brilliant minds and creates knowledge that can transform global societies for a global impact.

In November 2021, LSE launched the public phase of Shaping the World, a major philanthropy and engagement Campaign to underpin the LSE 2030 goals and to help shape the world in the process. More than 80% of our £350m Campaign goal has already been raised during the leadership phase, generating huge momentum within the School and among our global network of supporters. There couldn't be a better moment to join us.

The LSE **Philanthropy And Global Engagement Division (PAGE)** serves, engages and works in partnership with alumni and friends, staff and students, volunteers, donors, global partners, organisations and the wider community to further the strategic aims of the School. These reciprocal relationships increase engagement with LSE across the world and increase philanthropic income and strategic partnerships for agreed School priorities.

Within PAGE, the **Development** function is responsible for building relationships with prospective and existing donors to deliver income in support of School priorities. The team of c.35 staff consists of four functions: Leadership Philanthropy (principal gifts, £1m+), Philanthropy (major gifts, £50k-£1m), Foundation Partnerships and Philanthropy Research.

Development sits beside the other functions within PAGE of **Corporate Engagement, Global Academic Engagement** and **Alumni, Supporter Engagement and Operations**.

Job Summary

The Associate Director, Leadership Philanthropy (ADLP), is a role in the Philanthropy and Global Engagement division (PAGE) within LSE which will be devoted to securing leadership gifts to support key priorities within our *Shaping the World Campaign*. They will report to the Global Director of Development.



Duties and Responsibilities

Fundraising

- Play a key role as a member of the Leadership Philanthropy wider team, delivering a minimum of £2.5m+ pa and supporting the delivery of a collective Shaping the World Campaign pipeline that will deliver an annual baseline and annual transformational gifts.
- Develop and progress a portfolio of some of LSE's highest net worth potential donors including alumni, friends, partners and non-alumni, both within the UK and Internationally.
- Design and implement strategies for securing leadership gifts (£1-12m) towards the *Shaping the World Campaign* priorities – planning approaches to prospective donors on your own or jointly with LSE leadership/academics/volunteers as appropriate.
- To self-identify and work with the Philanthropy Research team to create relationships with new high net worth donors to grow the collective pipeline creating sustainable philanthropic income and deliver success.
- Working in close partnership with senior colleagues, and with oversight from the Global Director of Development, develop and own the LSE PAGE Leadership Philanthropy strategy for this key campaign priorities which complements and extends existing PAGE programmatic activity.
- Oversee and develop the pipeline of prospects, proposals and funds raised, through analysis of key data and KPIs, to ensure the strategy is on track. Report on this to PAGE and senior leadership as required.
- Work closely with the Head of Philanthropy Research to ensure there is a pipeline of potential donors/funders capable of making leadership gift commitments that will support a sustainable year-on-year increase in income.
- Close working with colleagues across Development teams such as Foundation Partnerships, Philanthropy Team and Corporate Engagement/Supporter Relations.
- Work with the Strategic Projects Manager and Head of Communications to advise on the philanthropic potential for new fundraising propositions and giving opportunities.
- Work with the Head of Communications and Philanthropy Proposals Writer to ensure there is content and collateral available to create persuasive proposals for potential donors/funders.
- Manage the relationship with this key campaign priority on behalf of PAGE, staffing the Dean/Head of Departments and encouraging and co-soliciting gifts from across fundraisings teams.
- Work with the Head of Supporter Relations to plan and implement an effective programme of events, donor stewardship and volunteer engagement to underpin philanthropy activities.
- Liaise with colleagues in Finance and Legal Division on gift agreements.

Relationship management - general

- Work closely with the Associate Directors within the Leadership Philanthropy Team, PAGE Senior Leadership Team in particular the Global Director of Development and with colleagues based in



the US and China to ensure all leadership philanthropy activity is effectively coordinated.

- Work closely with our Campaign Ambassadors and volunteers.
- Initiate and grow a personal network of senior key influencers who are able to advise and make introductions to strengthen and group our leadership philanthropy 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.
- Liaise with academic and professional service colleagues around the School to foster a better understanding of priorities and needs.
- To work with members of the Senior Management Committee on leadership philanthropy opportunities, providing strategic direction and coaching on prospect cultivation.
- To support philanthropic success across the PAGE Division, supporting the work of the Individual Philanthropy team, Foundations Partnerships and Corporate Engagement teams and overseas representatives to harness respect and trust from all staff and working to the values of the PAGE Division.

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 all LSE policies and regulations, including the key 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.
- To ensure compliance with the General Data Protection Regulation (GDPR), be responsible for ensuring that data is accurate, up-to-date and complete and that systems are fit for purpose.

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.

Flexibility

To deliver services effectively, a degree of flexibility may be required in 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.