



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.

Background

LSE Advancement engages with key constituents of alumni and friends, staff and students, volunteers, organisations and the wider community to further the strategic aims of the School and to increase philanthropic income for agreed School priorities. There are three main streams to the Division: Development, Constituency Relations and Operations. The core disciplines of Advancement are alumni relations, fundraising, communications, and operational systems. LSE's Advancement professionals work on behalf of LSE to:

- Engage alumni in the life of the institution as volunteers, advocates and supporters;
- Secure private financial support from potential donors committed to the mission of LSE;
- Communicate within and outside the institution with those who have a stake in the success of fundraising and alumni relations.

The Division consists of 63 FTE staff and the Principal and Major Gifts team comprises:

Deputy Head of Principal and Major Gifts
Principal Gift Manager
Four Development Managers
Legacy Manager
Development Associate

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Job title: Development Manager

Ref no.:

Department/Division: LSE Advancement

Accountable to: Deputy Head of Principal and Major Gifts

Job Summary:

As an experienced member of the Principal and Major Gifts team, the Development Manager will identify, cultivate and solicit major gifts from individuals, principally alumni, located in the UK and sometimes internationally, working to agreed visit and income targets. The post holder will be expected to staff senior members of the School's management from time to time in relation to fundraising events and specific solicitations, and to provide support and mentoring to less experienced members of the team.



Duties and Responsibilities

- The post holder's prime responsibility will be to develop and manage a major gifts portfolio of individuals, primarily alumni located in the UK and sometimes located internationally. The post holder will have a particular focus on gifts at the six and seven figure gift level.
- To assist in identifying new potential donors, to initiate appropriate contact and, within an appropriate timeframe, to directly or indirectly secure their financial support for agreed School priorities.
- To co-ordinate with internal colleagues and constituencies, where necessary and whenever possible, to develop and deliver high quality donor strategies and bespoke stewardship.
- To staff the senior management of the School in planning and implementing specific fundraising events as well as visits with and solicitations of high-value prospects and donors.
- To work with and manage volunteers, both individually and in groups, to the benefit of specific fundraising initiatives in line with School priorities.
- To work with colleagues in Advancement to deliver cultivation events for prospects and donors.
- To work to agreed activity and financial targets, and to record activity and reports according to established office-wide systems and procedures.
- To line manage a Development Executive and provide mentoring and support to this fundraising position.
- Follow, execute and champion the School's policy on the acceptance of gifts, including procedures concerning screening of donors and prospective donors for purposes of risk management.
- To participate in in-house training, and be involved where appropriate with professional bodies such as CASE to represent the School and both collect and disseminate best practices in the field.
- To assist the Deputy Head of Principal and Major Gifts on key initiatives relating to project development.
- To travel within the UK, and potentially internationally when required.

Communication

- To write a range of compelling proposals at the six and seven figure gift level, liaising with Advancement colleagues, academics, volunteers and senior leadership, as appropriate.
- To deliver effective written proposals and presentations for fundraising purposes, as well as written reports, emails and letters for stewarding purposes. This may include interpreting academic content and understanding detailed costs and financial information.
- To make a compelling case for support to donors, alumni and other potential supporters on a range of strategic priority projects.
- Keep abreast of charity law, legislation and best practice in fundraising for universities.

Teamwork and Motivation

- To lead, manage and develop the skills of a Development Executive including having responsibility for the recruitment and selection process.
- To hold regular one to one meetings with any staff reporting to the post-holder.
- To be a proactive and supportive member of the Principal and Major Gifts team.
- To work with academic and professional service colleagues around the School on departmental and intellectual initiatives in line with School fundraising priorities and to be a proactive advocate and representative of the Advancement programme and objectives throughout LSE.
- To work collaboratively with all colleagues across LSE Advancement and co-ordinate efforts to ensure that fundraising initiatives and projects take account of other areas of activity, including alumni relations, LSE Annual Fund, corporate and foundation partners, international projects and other areas of development as appropriate.



Planning and Organising Resources

- To nurture a strong working relationship with new and existing donors and implement donor-specific strategies for cultivation, solicitation and stewardship.
- To think strategically when working with donors and academics on fundraising projects, ensuring donations are in keeping with School needs and financially viable.
- Actively manage your personal portfolio, moving prospects along the pipeline and keeping the prospect tracking system up to date.

Liaison and Networking

- To focus on building long term relationships with potential donors by understanding the motivations of donors, identifying the areas of most interest to them and ensuring that their donations are used effectively.
- To focus on building long term relationships with assigned academic departments, acting as a single point of contact to assist and enable senior academic staff to attract and retain philanthropic support; advising on all aspects of fundraising policy and practice.

Initiative and Problem Solving

- Demonstrate a strategic and well-planned approach and rationale to approaching your prospect pool.
- Manage the expectations of senior staff in order to best use the time they allocate to engage with current and potential donors. Identify and pursue philanthropic opportunities, as well as manage the expectations of academic staff involved in projects with varying degrees of engagement with philanthropic activity, all the while approaching this with care, tact and excellent influencing skills.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. The post holder must also be willing to work non-traditional hours and be available to travel fairly frequently.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

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.