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: Development Manager	
Department/Division: LSE Advancement	**Accountable to:** Deputy Head of Principal and Major Gifts

Competency	Evidence	E/D
1. Knowledge and Experience	Educated to degree level or equivalent	E
	Proven experience of securing major gifts through face-to-face cultivation	E
	Experience of working with and staffing senior institutional administrators/ management as part of cultivation and solicitation of high value donor prospects	E
	Empathy with 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
	Good office IT skills including general Windows experience (Word, Outlook, Excel and Powerpoint)	E
	Experience of fundraising internationally	D
	Experience of working in the higher education sector	D
	Experience of working with and managing volunteers	D
2. Communication	Excellent communication skills, both oral and written, with close attention to detail	E

	Previous experience of making presentations to a variety of audiences	E
	A high level of discretion in dealing with personal records and confidential information	E
	Ability to present gift opportunities to potential donors, to clearly solicit philanthropic support and to close gifts in a timely and professional manner	E
	The ability to communicate with and develop relationships with a variety of different people and at different levels of seniority	E
3. Teamwork and Motivation	Ability to work closely with colleagues from different units within the office as part of a team	E
	A "can-do" attitude	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 fundraising programme	D
	Experience of line management and supporting junior colleagues	D
4. Planning and Organising Resources	Ability to think strategically and to ensure fundraising activity meets agreed School priorities and financial targets	E
	Ability to work on multiple tasks and to prioritise competing deadlines	E
	Strong organisational skills with a good eye for detail and ability to take projects to completion	E
5. Liaison and Networking	Ability to form external relationships on behalf of the School	E

	Ability to work with, and have an interest in working with, academic faculty in developing a variety of projects to present to donors	E
	Ability to place one's own work within the context of the wider department and organisation and take appropriate action.	E
6. Initiative and Problem Solving	Ability to address problems that are difficult to resolve and propose workable solutions	E
	Evidence of use of initiative and adaptability	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.