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: Foundation Partnerships Officer

Department/Division: LSE Advancement
Accountable to: Head of Foundation Partnerships

Background:
The London School of Economics and Political Science (LSE) is entering an exciting period in its near 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.

Engagement and philanthropy are integral to LSE's capacity to realise this vision. Philanthropy is integral to LSE's capacity to realise this vision and we are in the early phases of planning a significant campaign.

Job Summary
A central role in the Foundations Partnerships team at LSE, which sits in LSE Advancement – a central division that works to support and advance the School's philanthropic, alumni, corporate and international partnership engagement internationally.

You will support the work of the team through developing mutually beneficial relationships with philanthropic trusts and foundations; co-creating projects and initiatives that achieve the shared objectives of each party, and ultimately meet LSE's overarching aim of transforming the world through social sciences education and research.

You will proactively develop fundraising proposals, to new and existing partners in the UK and globally, linked to your own portfolio of prospects, assigned academic units and strategic initiatives, contributing to the divisional strategy. You will develop and steward internal relationships with key faculty and academic support staff to cultivate partnerships consistent with the mission and values of LSE.

Duties and Responsibilities

Decision making:
- Work with the Head of Foundation Partnerships, the wider Foundation Partnerships team and internal stakeholders to develop and deliver strategies and best practice for engaging and partnering with philanthropic organisations.
- Responsible for managing negotiations with a diverse pool of small (£10k+) to medium (£500k) active and prospective partners, including development of proposals and budgets.
- Responsible for coordination and oversight of reporting and stewardship of partners in portfolio, working closely with multiple internal stakeholders within the Division and across the School.

Liaison and networking:
- Build effective, co-ordinated, working relationships with philanthropic trust and foundation partners, academic faculty, professional service colleagues, and other relevant stakeholders.
- Be an external ambassador for the School.

Communication:
- Develop and write proposals.
- Proactively develop relationships with existing and prospective prospects.
- Produce relevant and informative briefings for LSE staff to inform their engagement with philanthropic trust and foundation representatives.
- Conduct face-to-face meetings with prospects, LSE academics and broader staff. Internally, you will link particularly with staff in Research & Innovation Division, Finance Division, and Secretary's Division.

Service delivery:
- Work with academic colleagues to assess needs on a case-by-case basis and formulate plans for engagement with philanthropic trusts and foundations.
- Support senior Foundation Partnership colleagues within the team in the development, design and negotiation of bids with prospective partners.
- Work collegially across teams to deliver success against Foundation Partnerships' annual target and contribution to broader divisional targets and strategy.
- Ensure compliance with the funders' terms and conditions, and with the School's regulations (donations acceptance i.e. diligence, financial, etc.).
- Maintain accurate records of engagement, ensuring compliance with GDPR regulations.
- Maintain an up-to-date knowledge on developments in the philanthropic sector, in particular in the UK, where relevant for the LSE's mission and values.
- Undertake other such functions from time to time, as the Head of Foundation Partnerships might require, commensurate with the level of this position.

Other:
- Maintain high level of discretion in dealing with confidential information.
- Willingness to undertake UK and international travel, which may be required from time-to-time.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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.
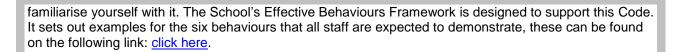
Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, 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.