



## 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: Foundation Partnerships Officer**

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

Competency	Criteria	E/D
<b>Knowledge &amp; Experience</b>	Results-based trust/foundation fundraising experience including: <ul style="list-style-type: none"> <li>• Experience of leading on development and writing of proposals to philanthropic trusts and foundations</li> <li>• Experience of cultivating and simultaneously stewarding relationships that have generated income</li> <li>• Experience of interrogating and updating relational databases</li> </ul>	D
	Experience of using full suite of MS Office products in the workplace	D
	Educated to degree level or equivalent	D
		E
<b>Communications</b>	Confident and professional; able to represent the organisation to external contacts	E
	Ability to communicate effectively and appropriately in writing and orally – in formal and informal settings – to people at all organisational levels	E
	Ability to collate and convey complex information effectively to different internal and external audiences	E
	A strong understanding of confidentiality	E
	Ability to speak a second language	D
<b>Teamworking &amp; Motivation</b>	Evidence of working across a large and complex organisation towards a common goal	E
	Ability to place the team's work within the strategy of the wider division	E



	A tenacious personality not set back by failure or lack of response	E
<b>Liaison &amp; Networking</b>	Evidence of ability to liaise with colleagues at all levels of the organisation	E
	A track record of building successful internal and external relationships	E
	Ability to successfully manage multiple relationships with competing demands	E
<b>Service Delivery</b>	Evidence of strong attention to detail, in particular record keeping	E
	Ability to work to deadlines	E
	Ability to ensure compliance with School procedures relating to income (diligence and financial)	E
<b>Planning &amp; Organising Resources</b>	Ability to manage multiple complex projects running simultaneously and across the organisation, both high level insight and day-to-day management of the projects	E
	Ability to manage competing workloads and to work to deadlines	E
<b>Initiative &amp; Problem Solving</b>	Ability to work without daily supervision	E
	Understanding of when it is appropriate to seek assistance from line manager	E
	Imaginative and creative problem solving	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.**