



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
Knowledge & Experience	Results-based trust/foundation fundraising experience including: <ul style="list-style-type: none"> Experience of leading on development and writing of proposals to philanthropic trusts and foundations Experience of cultivating and simultaneously stewarding relationships that have generated income Experience of interrogating and updating relational databases 	D
	Experience of using full suite of MS Office products in the workplace	D
	Educated to degree level or equivalent	D
		E
Communications	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
Teamworking & Motivation	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
Liaison & Networking	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
Service Delivery	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
Planning & Organising Resources	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
Initiative & Problem Solving	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.