



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: Executive Officer to the Executive Director of Corporate Engagement

Division: PAGE

Accountable to: Executive Director of Corporate Engagement

Background:

The **London School of Economics and Political Science (LSE)** is a world-leading university, unique in its dedication to the social sciences. Led by our new President, Professor Larry Kramer, we are a global community of people and ideas in the heart of central London, ranking sixth in the world in the QS subject rankings 2024. Founded with the purpose of “the betterment of society” we are driven to “know the causes of things” and we are ambitious to be the leading social science university with the greatest global impact.

Curious minds have been shaping the world for almost 130 years at LSE and our mission is more crucial than ever. At a time of extraordinary change and challenge, our core business of teaching and research will provide solutions, knowledge and discourse that is impactful and life-changing. Our **Shaping the World Campaign** is committed to raising £350 million in philanthropic income and to securing volunteer time and contributions to advance knowledge and understanding, support potential, and create a more hopeful, equitable and sustainable world.

The Campaign will reach its target in 2024, and we are developing the second phase of this endeavour, building on our success and momentum. Our **Philanthropy and Global Engagement (PAGE)** Division has firmly established itself as one of the UK’s most successful university advancement teams.

PAGE serves, engages and works in partnership with alumni and friends, staff and students, volunteers, donors, global partners, organisations and the wider community to further the strategic aims of the School. These reciprocal relationships increase engagement with LSE across the world and increase philanthropic income and strategic partnerships for agreed School priorities.

PAGE is led by the Chief Philanthropy and Global Engagement Officer and four Executive Directors, including the Executive Director of Corporate Engagement.

The Executive Director of Corporate Engagement is responsible for leading on the effective delivery of corporate engagement, overseeing strategic, mutually-beneficial corporate relationships across LSE to deliver LSE 2030 goals, and providing leadership for driving forward the most significant strategic corporate partnerships.



Job Summary:

The **Executive Officer to the Executive Director of Corporate Engagement** is a responsible post which offers the opportunity for involvement at the heart of the School's global corporate, public sector and not-for-profit partnership operations. The Executive Officer will be the 'eyes and ears' on behalf of the Executive Director who is responsible for delivering partnerships with organisations that can help deliver the School's priorities. The role will ensure that critical tasks relating to these areas are properly communicated, followed through, and achieved on time.

The post holder will assist the Executive Director in all aspects of their work including providing direct support, dealing with and progressing a wide range of matters, often highly confidential and/or sensitive, and exercising judgement about the urgency of matters to be dealt with, especially when the Executive Director is unavailable.

The successful candidate will recognise and embrace the value of adopting a collaborative and internally transparent approach to corporate and academic partnerships and will work closely with colleagues in PAGE, academic departments and professional services.

Duties/Responsibilities

Executive Support

- Provide high quality and proactive executive support to the Executive Director, including diary management, support for travel arrangements, support with team HR and financial matters, and other administrative support.
- Understand the remit and activities of the team that reports to the Executive Director in order to liaise with them to take forward key work in corporate partnerships.
- Service regular meetings of the Executive Director, prepare and disseminate relevant materials and papers, take notes and ensure effective resolution of agreed actions attributed to colleagues.
- Show initiative and make independent decisions in order to proactively identify and resolve problems, taking full responsibility for the outcome of such decisions; and consider the agenda of and impact on the wider division and ensure clear communication of current status and revised priorities to colleagues.
- Provide planning, direction and motivation to colleagues to ensure deadlines are met and projects successfully delivered.
- Manage budgets for discreet projects on behalf of the Executive Director.
- Undertake desk-based research, looking at both qualitative and quantitative data, to support projects on behalf of the Executive Director, including the production of papers for approval by internal committees at the School.
- Work closely with other Executive Support colleagues in PAGE to ensure joined up, effective support for the PAGE Leadership Team, of which the Executive Director is a member, including assisting with the tasks of other Executive Support colleagues to cover absence and annual leave.
- Assist with mailings and events related to Corporate Engagement.
- Assist with preparing presentations and pitches to businesses and other external parties.



- Deal with external enquiries and resolve as appropriate, judiciously using initiative and authority, when possible, and knowing when to refer matters to the Executive Directors.
- Delegate enquiries and other actions to appropriate staff within the School.

Corporate Engagement

Gain and maintain familiarity with the Executive Director of Corporate Engagement's pipeline of strategic corporate partners, identifying potential links with key priority projects with the aim of securing income for the School and recognising key opportunities for engagement.

- Work with high-level volunteers who can assist with our partnership development with individuals in target corporate, public and not-for-profit organisations.
- Manage arrangements for meetings with potential and existing corporate partners and supporters, attending in support as necessary.
- Produce and/or oversee the production of briefings for the Executive Director ahead of meetings with potential and existing corporate partners and supporters in a timely manner, liaising with colleagues in PAGE and LSE more widely to build up the fullest possible information.
- Draft and circulate contact reports of meetings and other key interactions with potential and existing corporate and academic partners and supporters on behalf of the Executive Director.
- Maintain a current and accurate record of all relevant partnership strategies, activities and interactions for which the post holder and ED are responsible for in databases and other common spaces such as SharePoint.
- Prepare introductory and follow up communications to potential and existing corporate partners for the Executive Director to review, accurately conveying specialist and complex information, and giving consideration to the intended audience in relation to the format and language used.
- Prompt the Executive Director about next steps with potential and existing corporate partners, assisting with tasks as appropriate, including co-ordination with others in PAGE and across the School.
- Understand and assist the Executive Director in communicating complex academic projects to existing and potential partners and donors, orally and in writing, in collaboration with the ED, and other relevant colleagues from departments and service divisions across the School.
- Work with the Communications team, on behalf of the Executive Director, to provide the first draft of major partnership or gift proposals tailored for specific organisations or donors.
- Support the Executive Director's outreach and promotional activities with content creation and dissemination through online professional platforms, to raise the profile of LSE's partnership opportunities.
- Take responsibility for carrying out key tasks and actions relating to the stewardship strategies for all relationships that the Executive Director is leading on.

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 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.