



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: Head of Philanthropy Research

Band: 8

Department/Division: Philanthropy and Global Engagement (PAGE)

Accountable to: Deputy Director of Development

Background

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

LSE is currently in the leadership phase of a major philanthropy campaign to underpin the LSE 2030 goals and to help shape the world through the process. Almost 50% of our Campaign goal has been raised in nearly three years and there is huge momentum building as we prepare for our Campaign public launch.

The LSE **Philanthropy And Global Engagement Division (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.

Within PAGE, the **Development** function is responsible for building relationships with prospective and existing donors to deliver income in support of School priorities. The team of c20 staff consists of four functions: **Leadership Philanthropy** (principal gifts), **Philanthropy** (major gifts), **Foundation Partnerships** and **Philanthropy Research**.

Development sits beside the other functions within PAGE of **Corporate Engagement**, **Global Academic Engagement** and **Alumni, Supporter Engagement and Operations**.

Job Summary

The **Head of Philanthropy Research** is a Campaign-critical strategic position responsible for:

- providing a data-driven and targeted philanthropy research service, covering HNWIs, foundations and corporations, that feeds the Campaign pipeline with new, high-quality 6-9 figure prospects aligned with Campaign themes/priorities, helps philanthropy officers to move prospects through the pipeline, provides strategic support to philanthropy officers in their preparation for meeting with prospective supporters, and supports PAGE goals around wider engagement
- tracking the Campaign pipeline of donors/funders and potential donors/funders, and income proposals, in order to ensure the Campaign is on track to meet income targets.

The Head of Philanthropy Research is a member of the PAGE management team and, as such, is required to contribute to strategy and plans for the function and the Division as a whole.

Direct Reports: Philanthropy Research Manager (this would be a new post to be created in the team); Philanthropy Research Officer x 2



Duties and Responsibilities

Team Leadership and Planning:

- Design and implement a philanthropy research and prospect pipeline management strategy to identify, categorise, analyse, prioritise, assign and manage a pool of global potential donors/funders capable of making 5/6-9 figure commitments in support of agreed Campaign priorities and targets
- Work with the Deputy Director of Development to monitor the pipeline of donors/funders and potential donors/funders, philanthropic opportunities (proposals) and new philanthropic commitments and funds raised for the Campaign and each of its key themes/priorities, through analysis of key data and KPIs, to ensure the Campaign is on track
- Work with the Chief Philanthropy and Global Engagement Officer and Global Director of Development to specifically monitor the progress of leadership (7-9 figure) philanthropic opportunities and the leadership pipeline, feeding into management reporting on the leadership pipeline and associated opportunities for the School's senior leadership (who will often be involved as secondary solicitors)
- Working with relevant colleagues to provide detailed and pertinent metrics, trends and reports for the Chair of Council, School Director, members of SMC, non-exec members of Council, senior faculty and PAGE senior leadership
- Work with the Chief Philanthropy and Global Engagement Officer and Global Director of Development to provide strategic and detailed briefings for the Chair of Council, School Director, members of SMC, non-exec members of Council, senior faculty and PAGE senior leadership to support their preparation for meetings and events with prospective donors, supporters and volunteers
- Work with the Deputy Director of Development and Philanthropy team heads, to drive performance within the philanthropy teams by helping to set and monitor individual and team performance targets
- Work with the Strategic Projects Manager and Head of Communications to analyse the philanthropic potential for new fundraising propositions and giving opportunities, in order that the philanthropy teams are set up for success in delivering 6-9 figure commitments and securing funds raised
- Establish and maintain effective relationships with key LSE contacts to develop a good understanding of School priorities and create systems for internal prospect referrals
- Identify and analyse new and emerging global opportunities for philanthropy, and make recommendations to Development leadership about how to maximise these opportunities
- Work with Systems and Data to establish and develop reports and analyse data to monitor and assess what does and does not work in the Development and Philanthropy Research programmes, and make data-informed observations and recommendations to the PAGE leadership team in order to make ongoing improvements.
- As a member of the PAGE leadership team, collaborate across PAGE to create, promote and embed a one-team approach to achieving PAGE and Campaign objectives
- Organise and manage the work of the Philanthropy Research Team to ensure time is appropriately allocated to meet short-term demands as well as longer-term objectives
- Manage the team budget, ensuring compliance with the School's purchasing policies and financial regulations
- Establish a network of contacts in the HE and charity sectors for insight and best practice, including benchmarking analysis that can inform KPIs and monitoring metrics.
- Provide expert advice and training to philanthropy officers and other colleagues so they understand their portfolio make ups, prospect ratings, data protection requirements, and how to use the CRM to record prospect engagement and proposals
- Act as the Development 'subject matter expert' for the CRM and 'own' the prospect and proposal management modules. Ensure that philanthropy officers and researchers are actively engaging with the CRM and uploading timely contact reports and other information



Service Delivery:

- Deliver a pipeline of potential global donors/funders capable of making 6-9 figure commitments that will support a sustainable year-on-year increase in donation income, including working with the Heads of Marketing, Insight and Planning, Alumni Engagement and Corporate Engagement to identify philanthropy prospects from other PAGE programmes, and building relationships across LSE to create a sustainable stream of referrals from faculty colleagues
- Implement and monitor a data driven 'moves management' system and provide high-level portfolio management to ensure that prospects are moving through the pipeline
- Work with the Development leadership team to assign potential donors/funders to philanthropy officers and to ensure that their individual portfolios consist of those donors/funders with the greatest capacity and inclination to support LSE and its investment priorities, in order to deliver significant philanthropic income to Campaign priorities
- Research and provide tailored written briefings on people, companies, foundations and trusts, for use by School leadership and/or PAGE colleagues
- Identify potential 7 and 8 figure opportunities to support transformative philanthropy
- Work with the Head of Income Management and Due Diligence Officer to ensure all new prospects are screened and effective management of gift acceptance through the proposal system
- Ensure philanthropy officers receive proactive support in managing their portfolios and identifying engagement opportunities and strategies
- Act as the Development expert on data protection as it applies to major gift fundraising and prospect research. Ensure that the use, collection and storage of personal data during the course of Development activities are compliant with Data Protection legislation and consistent with School policies, procedures and protocols

Staff Management:

- Provide exceptional management, motivation, leadership and direction to the Philanthropy Research team to ensure collective skills and priorities contribute to measurable success
- Select, recruit, induct, coach and develop the team to deliver a high-quality service to stakeholders and support LSE's fundraising and global engagement objectives
- Conduct regular one-to-one meetings and career development reviews, proactively setting objectives and performance metrics, evaluating individual progress against objectives and PAGE targets, and identifying individual and team development needs

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.