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: Head of Philanthropy Research

Department/Division: Philanthropy and Global Engagement (PAGE)
Accountable to: Deputy Director of Development

Competency	Criteria	E/D
Knowledge and Experience	• Educated to degree level or equivalent • Experience of managing a successful prospect research function in a university or charity setting • Experience of providing prospect research support to leadership gift (£5m+) officers • Experience of providing prospect research support to the most senior fundraisers and leadership in an organisation (C-suite level) • A track record of identifying good quality prospects in support of strategic fundraising priorities • Experience of identifying and researching individuals, foundations and corporations for prospect potential • Experience of prospect research covering North America, Europe and East Asia • Experience of implementing and managing a large prospect pipeline/"moves management" system • Commitment to Higher Education/universities as a philanthropic cause • Experience of setting standards for use of a complex donor relationship database, e.g. Ellucian Advance, Raiser's Edge or Salesforce • Experience of analysing data to monitor and improve a strategic approach • Detailed and practical knowledge of Data Protection legislation as it applies to major gift fundraising • Experience of prospect research within a large complex multi-year campaign	E E E E E E E E E E E E D
Communication	• Ability to produce, edit and oversee high-quality written work, ensuring accuracy, excellent presentation and attention to detail • Ability to provide effective training	E

	• Ability to communicate verbally with a wide range of internal audiences of varying seniority on a daily basis	E
Teamwork and Motivation	• Expertise in leading, coaching and motivating a team to deliver to stretching targets • Collaborative and empowering management style	E E
Initiative and problem solving	• Ability to investigate and resolve new complex problems • Experience of developing viable prospect research solutions to new and emerging challenges in HE/fundraising environments • Experience and judgement in making decisions that could have a significant impact on the PAGE team and the School as a whole, and demonstrate understanding for when to consult on such decisions	E E E
Service Delivery	• Ability to set and deliver high service standards • Ability to develop policies and procedures to support business processes and consistency of communications materials	E E
Investigation, analysis and research	• Ability to gather, collate and analyse information from a number of sources, for the identification, qualification and management of a large portfolio of prospects • Ability to gather and analyse complex data and draw strategic conclusions • Ability to create and analyse reports from the CRM to support prospect identification and management • Experience of using data analysis techniques for prospect research and fundraising management • Experience of using statistical propensity models to optimise prospect identification and assignment	E E E HD D
Liaison and Networking	• Ability to build and develop professional relationships with internal contacts • Diplomatic, persuasive and credible at a senior level, possessing the professional gravitas that will engender the respect of key stakeholders including the academic community • Ability to develop a professional network and lead sector best practice discussions	E E E
Planning and Organising Resources	• Ability to develop a strategic prospect research strategy and plan that will support LSE to achieve its ambitious Campaign targets • Ability to organise own work and that of others in delivering multiple tasks and events, responding effectively to changing deadlines and conflicting priorities • Ability to set and achieve targets • Ability to plan and chair large meetings effectively	E E E E
Other	• Flexibility to work outside normal working hours from time to time	E

E – Essential: Requirements without which the job could not be done.
HD – Highly Desirable: Requirements that would enable the candidate to perform the job very well
D – Desirable: Requirements that would enable the candidate to perform the job well.