



**Job Title:** Senior Philanthropy Manager  
**Grade:** 8  
**Salary:** £49,250 to £55,295 per annum, pro-rata if part-time  
**Department:** Development and Alumni Relations Office  
**Hours/Contract:** Full time or job share, Permanent  
**Job Family:** Management and Administration  
**Reference:** 11131

## Role Purpose

You will play a key role inspiring and managing the Major Gifts team, with support from the Head of Philanthropy, to achieve ambitious targets aligning with the University’s first-ever £100m philanthropic Campaign.

You will directly manage two Philanthropy Managers, reporting into the Head of Philanthropy. Alongside line management, you will develop a personal pipeline of philanthropic funding opportunities - from individuals and companies to charitable trusts and foundations. With a strong track record of writing proposals (especially six+ figures and above), you will work closely with academics, professional services and volunteers across the University to secure significant gifts – achieving set financial targets, personally and as a team.

You will lead by example in communicating the vision and purpose of the University, within the context of its first comprehensive, multi-year campaign, in order to support its mission and strategic priorities.

## Main Duties and Responsibilities

### Planning and Strategy

- Work with the Head of Philanthropy in the development and management of the major gift pipeline of potential donors, working closely with the prospect management team.
- Provide the Head of Philanthropy with updates on performance with reference to KPIs, targets, and variances, across the major gifts’ portfolio.
- Maintain the balance of delivering against key strategic priorities, while being able to offer a flexible approach to meet unexpected opportunities, in particular those driven by the interests of major donors, while keeping a clear overview of capacity of the team.
- Plan and prioritise major gift activities, in collaboration with the Philanthropy Managers, to ensure operational efficiency and ability to respond to new philanthropic opportunities, maintaining strong long-term relationships with donors and potential donors.

### Front Line Fundraising

- Manage a comprehensive programme of philanthropic funding opportunities to raise funds (at major gift level) from a range of prospects in the UK and internationally to support University’s philanthropic Campaign, and achieve individual and team financial targets.
- Write and submit compelling funding applications and grant reports to trusts and foundations, ensuring that non-sector specialists can gain insight into our work, impact and learning





- Exercise a high level of independent judgement to lead the engagement and application process for a personal portfolio of potential donors, working with University leaders and senior academic colleagues.
- Develop budgets for complex, often multi-year projects and programmes, working with academic and administrative colleagues.
- Ensure information relevant to the fundraising process is accurately recorded on the DARO database (Raiser's Edge NXT) to facilitate future activity and the production of management reports.
- Ensure that application and reporting deadlines are met, working effectively with leadership across the University to progress multiple asks, proposals, and applications.
- Ensure all donor relationships are stewarded appropriately, following best practice, including the provision of progress reports and site visits.
- Develop, negotiate, and implement Gift Agreements with donors in line with University of Leicester policies and procedures and ensure that all income received is managed in line with the University of Leicester's Acceptance of Gifts Policy and complies with all other legal or statutory requirements as necessary.

### **People and Resource Management**

- Provide line management to the Philanthropy Managers through regular meetings ensuring the team is progressing philanthropic asks, developing pipeline of prospects, stewarding existing donors and maintaining strong internal relationships to achieve set annual financial targets – individual and team.
- Lead, motivate and encourage the Philanthropy Managers, fostering a collaborative and ambitious team culture where success is shared and celebrated. Ensure development of team members to fulfil individual potential and contribute to personal and team success.
- Undertake regular Philanthropy Managers' appraisals, including annual performance assessments, ensuring all work supports planned activity and agreed objectives.
- Support the Head of Philanthropy, when necessary, in securing principal gifts.
- Promote best practice within the team and across the University, and keep abreast of industry changes, and developments.
- Advise and support the academic community to fulfil their roles in the cultivation, solicitation and stewardship of donors.
- Ensure compliance with the Fundraising Regulator's Code of Fundraising Practice, the FRSB Promise and all other relevant legislation. Ensure compliance with DARO and University policies and procedures.

### **Liaison and Cross Team / Divisional Working**

- Raise the profile of philanthropy across the institution, providing high-level advice to colleagues and academics about fundraising opportunities, priorities and procedures.
- Contribute to university-wide strategy, project or working groups, to represent the Department and inform and influence decisions made.





- Contribute to a collaborative and effective approach to philanthropy and alumni engagement activities.
- Work with colleagues to manage and influence long-term relationships with key major donors. This includes drafting detailed briefings and meeting objectives and devising follow-up strategies.
- Successfully manage the interests and priorities of potential donors, academic colleagues, and University management, which are sometimes in conflict.
- Carry out any other duties within the scope, spirit, and purpose of the job, as requested by the Head of Philanthropy and Director of DARO.

## Internal and External Relationships

- Head of Philanthropy, Director of DARO, and DARO SMT
- Major and principal donors and potential donors to the University
- Academics and professional services colleagues
- Senior alumni and volunteers, including the Alumni Association Committee and Campaign volunteers.

## Qualifications, Knowledge and Experience

### Essential

- A first degree or equivalent and experience of working in a Development and Alumni Relations environment, a charity or a large membership organisation\*
- Recent relevant work experience at a comparable level with responsibility for the successful delivery of a demanding programme of activity, ideally in a customer facing or communications-based environment.
- Highly developed proficiency and contemporary understanding of the principal areas of philanthropic income generation, and prevailing standards, best practice and current trends and issues in fundraising especially securing trusts and foundations income at a six-figure level.
- Experience of successfully delivering engagement activity that is business critical with multiple stakeholders, and helping to build long-term, profitable relationships with stakeholders and supporters.
- Proven success in securing five and six figure philanthropic gifts from a range of donor types.
- Experience of stewardship and donor care across an organisation.
- Efficient administrative and organisational skills, with the ability to prioritise workloads based on need and importance, and to work flexibly to resolve problems in a timely and comprehensive manner.
- Good IT knowledge, including Microsoft Office applications and experience of working with digital communication programmes.





- Experience of working in a large, diverse organisation, and an understanding of the importance of maintaining appropriate boundaries and levels of confidentiality

## Desirable

- Proven success in securing seven figure philanthropic gifts.
- Experience of working successfully with the Raiser's Edge database, or equivalent CRM system.
- Experience of working with volunteers including a Standing Committee.
- Sales experience as an account coordinator or similar in a commercial membership organisation.

## Skills, Abilities and Competencies

### Essential

- Excellent influencing and networking skills gained through working with distinguished individuals in both business and social settings, both face to face and remotely.
- Outstanding communication and interpersonal skills; highly persuasive with both internal and external; stakeholders with the ability to articulate an inspiring and compelling case for major philanthropic support with trusts, foundations and donors.
- Proven ability to write compelling, well-organised content which turns complex ideas and detail into summaries that can effectively engage different audiences.
- Good analytical and problem-solving skills and the ability to develop ideas and proposals, often based on abstract concepts.
- Demonstrable ability to work effectively in a solo capacity or as part of a team to achieve outstanding results and achieve set financial targets.
- Demonstrated effectiveness in managing multiple projects and solicitations simultaneously.
- Self-motivated with the ability to show initiative and organise and prioritise own workload and think through solutions to problems independently.
- A genuine commitment to educational excellence and the ability to work effectively with students, staff and alumni and an understanding of equality and diversity and how it affects this position, the organisation and supporters.

### Desirable

- Personable with a good sense of humour and a positive 'can do' attitude.
- Determined, persistent and resilient.

***\*Criteria to be used in shortlisting candidates for interview***





### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

