UNIVERSITY OF LEICESTER

Job Summary

Job Title: Philanthropy Manager
Grade: 7
Salary: £40,704 to £46,970 per annum
Department: Advancement
Hours/Contract: Full time, permanent
Job Family: Management and administration
Reference: 14008

Role Purpose

Following the public launch of the University of Leicester's most significant philanthropic campaign to date - 2121: Founders of the Future, we are looking to appoint an exceptional, motivated fundraiser to be a key member of the Advancement Office and help us to transform the institution's next 100 years through philanthropy.

Reporting to the Senior Philanthropy Manager, your role will be to maximise philanthropic income from major donors in support of the campaign's strategic priorities, and build long-term supporter loyalty and a broad and committed advocacy network for the University. You will manage a portfolio of individuals, charitable trusts and/or corporates, with a view to securing gifts in excess of £25,000.

In addition, you will assist in the development of the major gift programme as a key member of the major giving team and take joint responsibility as a member of the Advancement team for growing overall philanthropic income and support, alumni and supporter engagement and awareness of the University.

Main Duties and Responsibilities

Income Generation, Prospect and Donor Identification and Solicitation

- Manage a portfolio of major donors (individuals, charitable trusts and/or corporates), with a particular emphasis on those capable of giving more than £25k, to deliver an ambitious annual income target.
- Work collaboratively across Advancement to identify, assess and engage new prospective donors.
- Lead the planning and delivery of major donor engagement, cultivation and solicitation activities to meet process KPIs.
- Plan and deliver one-to-one meetings with prospective and current donors, as well as hosting campus visits and engagement with senior professional and academic staff across the University where appropriate.
- Effectively align donor and funder interests with university strategic priorities.
- Develop compelling and accurate written proposals in a timely way.
- Work with the stewardship team to appropriate and effectively steward major donors in line with the stewardship policy, ensuring gifts are acknowledged and applied in line with donors' wishes.
- Identify appropriate opportunities within existing donor relationships for future recultivation and solicitation of repeat gifts.

- Where appropriate, provide professional fundraising support to and liaise with senior colleagues and fundraising volunteers, to help secure philanthropic support, gifts in kind and referrals.
- Ensure compliance with University policies and procedures, including the University's Ethical Policy and Gift Acceptance Policy.
- Promote fundraising best practice and keep abreast of fundraising and HE changes and developments through relevant continuing professional development.

Liaison and Cross Team/Divisional Working

- Liaise, communicate and build relationships with the Colleges, Departments and Schools, as well as external bodies, to support the activities of the Philanthropy programme and Advancement more widely.
- Actively participate in Departmental Team meetings and develop good working relationships with other University Departments to support the successful delivery of Advancement objectives.
- Participate in University wide project/working groups as requested by the Senior Philanthropy Manager, to represent Advancement, and inform and influence decisions made.
- Represent the University by assisting at Philanthropy and Alumni Relations events, during evenings and weekends throughout the year.
- Support wider University activities such as graduation and clearing, where possible.

Finance and Resource Management

- Ensure effective and efficient use of resource for travel and hospitality, operating within the team budget.

Internal and External Relationships

- Director of Advancement, Associate Director of Philanthropy, Senior Philanthropy Manager, and Senior Manager (Prospect Development).
- Daily interactions with wider Advancement team regarding prospect research, engagement and stewardship, events and gift administration processes.
- Daily interactions with prospective and current donors in furtherance of the University's philanthropic strategy.
- Liaise with the Vice Chancellor's Office and senior executive staff as required.
- Liaise with professional and academic staff to deliver effective cultivation and stewardship activity.
- Consult professional bodies including the Institute of Fundraising, and CASE (Council for Advancement and Support of Education) through attending events, training and special interest groups.
- Engage with volunteers, including board members, alumni, former staff, local influences, corporate partners and current students to support Advancement's objectives.

UNIVERSITY OF LEICESTER

Job Summary

Planning and Organising

- Plan and prioritise own work activities for the year ahead to ensure operational efficiency, responding to new opportunities and priorities including those arising from non-standard work. In particular, ensure sufficient time is dedicated to the engagement, cultivation and solicitation of prospective donors.
- Work with the Senior Philanthropy Manager, Associate Director of Philanthropy, and Senior Manager (Prospect Development), to set, track and achieve annual KPIs, ensuring accurate records are maintained on the Raiser's Edge database.
- Use reports and dashboards to monitor activity and progress towards targets and adjust workload and priorities throughout the year accordingly.
- Work collaboratively across Advancement to support the identification of strategically important projects with philanthropic appeal, seek necessary approvals and develop a compelling and persuasive case for support.

Qualifications, Knowledge and Experience

Essential

- A first degree or equivalent with substantial 'on the job' relationship fundraising experience at a comparable level*
- Experience of working in or with an Advancement Office or third-sector charity*
- Reasonable experience of asking for and securing multiple philanthropic gifts in excess of £20k*
- Significant experience of writing compelling fundraising bids over £20k, with successful outcomes
- A substantial working knowledge of the principles of major giving fundraising and 'hands on' experience of engaging with prospective and current donors*
- Experience of stewarding major donors*
- Experience of major donor research and producing prospect cultivation and solicitation plans*

Desirable

- Experience of working in a University Advancement Office
- Experience of asking for philanthropic gifts in excess of £50k

Skills, Abilities and Competencies

Essential

- Ability to 'make the fundraising ask'*
- Ability to communicate persuasively and effectively, both in writing and orally*
- Excellent copy writing skills with a strong understanding of constructing accurate

and effective narrative, and applying it across varied styles of fundraising materials*

- Ability to build trust and work effectively with major donors, leading alumni and academic staff
- Confident and composed in meetings with people in positions of seniority and leadership roles at the highest levels of organisational hierarchy
- Excellent organisational skills with the ability to manage a range of projects, priorities and deadlines, whilst maintaining high standards of donor care and accuracy*
- Self-motivated, with the ability to organise and prioritise own workload, and manage progress towards agreed KPIs*
- Willingness and ability to instigate and maintain collaborative working relationships*
- Ability to show initiative and think through solutions to problems independently*
- Honest and able to display tact and empathy in confidential or sensitive situations

Desirable

- Personable with a good sense of humour and a positive 'can do' attitude
- Determined, persistent and resilient
- Good degree of ICT literacy with proficiency in all aspects of Microsoft Office and the ability to use relationship-based databases such as Raiser's Edge

**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 encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

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

UNIVERSITY OF LEICESTER

Job Summary

Freedom of Speech
The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.
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 equality 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 equality, diversity and inclusion.