

## University of London Job Specification

**Job Title:** Senior Development Manager (IHR)

**Department:** School of Advanced Study

**Section:** Institute of Historical Research (IHR)

**Level:** 08

**Term:** 3 years in the first instance

<b>Job Purpose:</b>	<p>The Senior Development Manager will lead the Institute of Historical Research’s Centenary Campaign. The post-holder will be responsible for the delivery of the Institute’s philanthropic fundraising strategy and the operations of the IHR’s Development Office and work in close collaboration with Institute colleagues, the IHR Trust and the University of London’s Development Office. This post will report to the IHR Director (strategy) and the UoL Head of Development (operations) and will be supported by staff in the IHR’s Development Office and the University of London’s Development Office.</p> <p>The post-holder will be a member of the Institute’s management team and a member of the University of London’s Development Office team.</p>
<p><b>Strategic Direction</b></p> <ol style="list-style-type: none"> <li>1. Work closely with all stakeholders to develop and reach achievable objectives for the IHR’s Centenary Campaign.</li> <li>2. Work closely with the IHR Director and UoL Head of Development to set the strategy for all aspects of the Institute’s philanthropic fundraising programme, including major/principal donor programmes and trusts and foundations.</li> <li>3. Work closely with the Chair of the IHR Trust to support agreed IHR objectives and liaise with the IHR Trust on joint endeavours.</li> <li>4. Work collaboratively with all colleagues in order to embed philanthropy across the whole Institute, ensuring that philanthropic fundraising is part of an integrated strategy that connects our alumni and other constituents in a meaningful lifelong relationship for the benefit of the Institute.</li> <li>5. Develop and refine the Institute’s ‘Case for Support’ and related fundraising priorities, in the process creating a portfolio of current and future fundraising priorities for the Institute and ensuring that each project has a coherent case for support. At all times, projects must align with the Institute’s agreed priorities and meet ethical and financial guidelines for the acceptance of donations.</li> <li>6. Play an active part as a member of the Institute’s management team and the UoL Development Office:             <ol style="list-style-type: none"> <li>a. Work closely with colleagues to actively drive the overall strategy and management of the development and engagement agenda;</li> </ol> </li> </ol>	

- b. Line management of the IHR Development Office team;
  - c. Work closely with the UoL Head of Development to ensure that all colleagues are aware of their own responsibilities in delivering fundraising priorities and that all agreed processes and procedures are followed by fundraisers, administrators and academic colleagues when delivering a major/principal donation;
  - d. Work closely with the UoL Head of Development and UoL Head of Constituency Engagement to ensure consistent messaging to alumni, volunteers and other constituents for all fundraising and engagement activity;
  - e. Work closely with the UoL Head of Development Operations to generate transparent and accurate metrics to assess the quality and performance of all philanthropic activity for the University;
  - f. Work closely with the UoL Head of Development Operations to develop and embed measurable outcome matrices for activity to ensure the highest returns on proposed resource investment;
  - g. Ensure that data regarding all fundraising, engagement activities and events is recorded in the central Development Office database in a consistent format to provide a clear record of communication with all constituents and allow for benchmarking for management reporting purposes.
  - h. Support IHR Development Office team members, encouraging a motivational environment where people are challenged, developed and supported to achieve outstanding results;
  - i. Ensure that all IHR Development Office activities meet the agreed budgets and that any risks are actively managed.
7. Work collaboratively with colleagues in the School of Advanced Studies' public engagement and communications teams to maximise opportunities for raising the profile of the Institute, its activities and historical studies in general.

### **Fundraising**

- 8. Develop and expand all philanthropic fundraising opportunities across the Institute, such as regular giving opportunities and support the stewardship of the IHR Friends and IHR Alumni, and the work of the IHR Trust.
- 9. Work closely with the IHR Director, UoL Head of Development and members of the IHR Trust to manage a portfolio of major/principal donor prospects.
- 10. Actively solicit gifts and develop and identify new relationships and prospects for high-level gifts.
- 11. Design and execute cultivation events.
- 12. Work closely with the UoL Development Office to establish and develop existing protocols for stewardship and donor management strategy in order to enable clear stewardship processes for each donor.

### **Operations**

- 13. Work closely with colleagues in the University of London's Development Office to ensure alignment of strategy and procedures with the IHR Development Office for the benefit of the Institute and University as a whole.
- 14. Be responsible for ensuring that the operation of the IHR Trust and IHR Development Office are aligned and compliant with the regulatory procedures of the University of London and the Charities Commission.
- 15. Any other duties consistent with both the grade and scope of the post.
- 16. To undertake other duties in support of the work of the IHR Development Office and UoL Development Office as may be required.

<b>Reports to:</b>	Institute Director (Strategy) and UoL Head of Development (Operations).
<b>Responsible for:</b>	Development Officer x 1 Development Consultant (PT)
<b>Member of:</b>	UoL Development Office (team of 17 FTE)

	Institute's management team
<b>Additional demands of the role:</b>	The post-holder will be expected to work flexibly to meet the requirements of their role and to travel as and when required.

## Person Specification

### EXPERIENCE & PERSONAL QUALITIES

#### *Essential:*

- A strong awareness of the “big picture” issues relating to the University, the HE sector generally and the wider political scene, and how this will affect the Development agenda
- Significant and proven experience and success in major gift fundraising at the six-figure level and above
- Experience of designing and implementing a fundraising campaign or major appeal
- Confidence in working with senior staff and external stakeholders in large institutions
- The ability to participate in networks both internally and externally
- The ability to resolve problems with a “can-do” attitude
- The ability to delegate effectively to other team members in the Development Office, agree clear objectives with all those in the team, and ensure agreed tasks are carried out
- The ability to prioritise actions, respond to competing demands and advise the Director of Development or other senior leaders at the University appropriately
- Experience of building and managing mutually beneficial partnerships and networks, both internally and externally, to create opportunities for the University
- Data literate, and able to analyse and present data clearly and effectively to a wide variety of audiences
- Ability to lead, build and work within teams effectively
- Ability to deal tactfully and effectively with staff at all levels, demonstrating discretion and tact where appropriate
- Demonstrable experience of and willingness to take difficult strategic decisions, an ability to resolve complex problems and able to negotiate and influence at senior management level using persuasive arguments
- Understanding of how to manage any reputational risks with the alumni and constituent audience ensuring the University's philanthropic fundraising adheres to our agreed ethos and values.
- A thorough and detailed approach with meticulous attention to detail
- Articulate and literate - able to present to senior level staff (internally and externally) and produce written reports and proposals of the highest quality
- The ability to support internal networks to maintain relationships over time and establish new communication channels
- Experience of taking responsibility for authorising expenditure and reconciling accounts

#### *Desirable:*

- Experience of managing a team, and able to manage a team to deliver agreed income targets
- Ability to lead through change and help teams define their function, to include facilitating the learning and development of others
- Experience of fundraising with an institution which is both international and complex
- Understanding of recruitment, interview and induction processes.

### TECHNICAL KNOWLEDGE & SKILLS

#### *Essential:*

- Experience of financial/budget management and planning

- Exceptional IT and administrative skills, including a good working knowledge of Microsoft Office packages.
- Strong literacy and numeracy skills
- The ability to receive, understand and convey complex ideas e.g. report writing and data analysis.
- Experience of analysing and assessing large amounts of information and data
- Understanding of the function and purposes of customer relationship databases and systems – for example, Raiser’s Edge or Enterprise CRM

**EDUCATION & PROFESSIONAL QUALIFICATIONS**

*Essential:*

- Educated to degree level or equivalent calibre

*Desirable:*

- Some personal experience of academic research and its applications

Competency Requirements	Essential	Desirable
Adapting to change	C	D
Commercial awareness	C	
Creativity and innovation	C	D
Customer focus	D	
Interpersonal understanding	C	D
Leadership	C	D
Managing resources	C	
Organisational commitment	D	
Proactivity and planning	C	D
Problem solving and decision making	C	D
Performance Management	D	
Resilience	C	
Staff development and commitment to learning	C	
Striving for excellence	C	
Working collaboratively with others	D	
Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.		

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <http://www.london.ac.uk/5258>