Role profile

Job title
Development Manager – Core Fundraising

Job family and level
Administrative, Professional and Managerial Level 4

School/Department
Campaign & Alumni Relations Office (CARO)

Location
Hybrid – Nottingham/home

Purpose of role
To maximise philanthropic income, by securing legacy and leadership gifts from individuals and other charitable sources in support of the University’s priorities.

The role will provide advice and support based on a combination of practical and theoretical knowledge of fundraising to ensure the effectiveness of CARO in achieving its objective of increasing levels of advocacy, volunteering and philanthropic funding to the University.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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1. **Prospect Management**
   - Plan and deliver face-to-face engagement with suspects, prospects and other charitable sources, identifying a compelling link between them, their charitable interests and the opportunities available for support within the University. Apply initiative to devise varied methods of engagement to establish a dialogue.
   - Cultivate, solicit and steward legacy and leadership gifts, typically in the 5 figure range, ensuring compliance with relevant University policies.
   - Represent the Philanthropy team at internal meetings to ensure that the team is appropriately represented.
   - Represent the University at external meetings and events as required, being confident to discuss funding priorities.

2. **Portfolio Management**
   - Identify new opportunities for support and network mapping, analysing and interpreting data with the Prospect Development Team to maximise efficiency and progress the pool.
   - Take responsibility for the active management of relationships with c.80 prospects, to ensure successful delivery against both activity and financial goals.
   - Ensure effective record keeping practices, including updating The Raiser’s Edge database of alumni and supporters in a timely manner.
   - Ensure all work is carried out in accordance with the Data Protection Act 2018 and General Data Protection Regulation.
   - Contribute appropriate prospect names to guest lists for University events.
   - Analyse and feedback audience insights to inform planning and deliver continuous improvements to the supporter experience.

20%
### Teamwork
- Collaborate with colleagues as and when required, particularly when working on Trust & Foundation, Legacy, or Leadership opportunities.
- Collaborate with Faculty aligned fundraisers to understand key priorities and projects.
- Develop a close working relationship with the Prospect Development Team to ensure good communication on prospect activity and solicitation outcomes.
- Present activity to internal or external meetings as required to ensure that the Philanthropy team and CARO more widely is appropriately represented.
- Support colleagues with the running and management of any project groups, coordinating within CARO and other schools and departments particularly to identify fundraising opportunities, administration of meetings and the writing and collation of documents and reports.

### Networks
- Maintain and enhance personal knowledge, skills and networks by keeping abreast of best practice and key developments in fundraising amongst peer Universities and third sector organisations and sharing information with the rest of the team and CARO.
- Network with colleagues in other higher education institutions and other sectors to share best practice and facilitate exchange of information.

### Other Duties
- Identify and recommend changes to procedure or policy and contribute to their implementation to deliver benefits and improvements.
- Other comparable duties as may be required at the request of your line manager and/or department director.
## Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>▪ Proven verbal and written communication skills with an ability to engage with a wide variety of people and handle confidential or sensitive information.</td>
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<td>▪ Persuasive with excellent interpersonal, diplomatic, influencing and negotiating skills.</td>
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<td>▪ Proven analytical and problem solving capability with an ability to quickly identify opportunities and turn them into positive outcomes through clear explanation of complex ideas, methods and concepts.</td>
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<td>▪ Proven planning and organizing skills.</td>
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<td>▪ Confident computing skills including Microsoft Office and databases.</td>
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<td>▪ Willingness to work outside normal hours and to travel throughout the UK.</td>
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<td>▪ CASE or Institute of Fundraising courses.</td>
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<td>▪ CRM Systems, particularly use of The Raiser’s Edge.</td>
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<td>▪ Excellent knowledge and understanding of the HE sector and fundraising within the sector.</td>
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<th>Knowledge and experience</th>
<th>Essential</th>
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<td>▪ Experience of planning and progressing fundraising opportunities within general guidelines, using initiative and judgement without recourse to seniors.</td>
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<td>▪ Thorough knowledge and understanding of fundraising processes and procedures.</td>
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<td>▪ Relevant experience of stewarding and cultivating relationships with donors or clients and working to targets.</td>
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<td>▪ Clear understanding of the regulations and codes of practice regarding fundraising.</td>
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<td>▪ Working knowledge of the work and activities or other areas of the University, relevant to CARO.</td>
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<td>▪ Growing awareness of developments in higher education and external professional environment that impact on the role.</td>
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<td>▪ Relevant fundraising experience and of making direct requests for donations from prospective donors face-to-face and/or by telephone.</td>
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<td>▪ Fundraising work within the charity sector.</td>
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<td>▪ Experience of working within an academic environment.</td>
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| Qualifications, certification and training (relevant to role) | ▪ Degree or formal training in a relevant subject, plus experience in a similar or related role.  
OR  
▪ Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge of fundraising. | ▪ Fundraising related qualifications. |
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<td>Statutory/legal</td>
<td>▪ Knowledge or experience of handling sensitive data and an understanding of UK Data Protection legislation.</td>
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The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people  
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership  
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.

Forward thinking  
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride  
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive  
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

![Diagram showing relationships]

- **Line manager**
  - Head of Core Fundraising

- **Role holder**
  - Development Manager - Core Fundraising

- **Key stakeholder relationships**
  - Colleagues
  - Alumni, Donors & Volunteers