



Job title	Deputy Director of Development	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	Development and Alumni Relations Office (DARO)	Location	Jubilee Campus

Purpose of role

The Deputy Director of Development provides senior leadership for the University's philanthropic fundraising, shaping strategy and delivery to secure sustained philanthropic investment that enables long-term academic, research and societal impact.

Reporting to the Director of Development and Alumni Relations, the role is accountable for the effective progression and conversion of fundraising pipelines, leading teams to deliver campaign and fundraising targets, working closely with colleagues across DARO and the wider University.

The role is critical to the delivery of major campaigns and priority initiatives, providing strategic leadership of portfolios, pipelines and income streams, and working in partnership with the Vice-Chancellor's Office, academic leaders and volunteers to secure transformational philanthropic commitments aligned with the University's values and priorities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Strategic Leadership - Translate University and DARO priorities into clear, achievable fundraising strategies, success measures and delivery plans, empowering managers and teams to take ownership of outcomes. - Lead the strategic direction and delivery of major gifts, regular giving and legacy giving programmes against income targets, ensuring alignment with institutional priorities, campaign phases and ethical fundraising principles. - Own the progression and conversion of the University's philanthropic pipeline against targets, ensuring qualified prospects are actively managed, strategically cultivated and moved towards solicitation and long-term stewardship, through effective portfolio management. - Use data, insight and sector-recognised measures such as CASE Insights on Philanthropy (United Kingdom and Ireland), to inform fundraising strategy, portfolio management and resource allocation, supporting sustainable growth and delivery of fundraising targets. - Provide strategic leadership of fundraising priorities, ensuring consistency, clarity and alignment with the University's overarching mission and impact.	45%

	▪ Work collaboratively across DARO to ensure strong alignment between fundraising strategy, alumni engagement, campaigns and operational delivery. ▪ Create fundraising strategies which are responsive to emerging insight, shifting donor behaviours or external context while maintaining trust, pace and clarity of purpose. ▪ As a member of the DARO Senior Leadership Team, help shape strategic direction, balancing competing priorities and making informed decisions that enable sustainable delivery across fundraising, alumni engagement and operational capability.	
2	Stakeholder Engagement ▪ Build, develop and sustain meaningful relationships with major donors, prospects and volunteers, using structured, ethical and inclusive approaches to cultivation, solicitation and stewardship. ▪ Manage a personal portfolio of major gift prospects, delivering against agreed income and activity targets through relationship-led engagement. ▪ Work closely with the Vice-Chancellor's Office, academic leaders and senior colleagues to secure high-value and transformational philanthropic commitments. ▪ Provide strategic oversight of donor stewardship to enhance retention and develop long term, and legacy programme support. ▪ Collaborate effectively with colleagues across DARO and the wider University to ensure prospect and donor engagement is coordinated, consistent and professionally delivered. ▪ Represent the University confidently with prospects, donors and external stakeholders, adapting approach to different contexts while maintaining professionalism, trust and institutional integrity.	35%
3	Team Leadership and Development ▪ Set clear performance expectations and success measures, supporting managers to recognise high performance, address underperformance and build future capability within their teams. ▪ Lead, develop and sustain high-performing teams that deliver against University and DARO objectives, using a coaching-led, feedback rich approach to leadership. ▪ Foster a culture of accountability, collaboration and continuous improvement, enabling colleagues to work effectively, inclusively and sustainably. ▪ Embed equality, diversity and inclusion across all aspects of team leadership, culture and ways of working, ensuring every colleague can thrive. ▪ Model a leadership approach that prioritises wellbeing and inclusion, identifying and addressing structural or cultural barriers to sustainable and effective ways of working.	15%
4	Operational and Financial Management	5%

	▪ Oversee delivery against agreed budgets, performance measures and operational plans within the remit of the role, ensuring effective use of resources and compliance with university policies and procedures. ▪ Accountable for financial planning, forecasting and risk management for Development, collaborating across DARO and working closely with colleagues to support sustainable delivery of advancement priorities. • Drive and review performance, identifying risks, issues and opportunities for improvement, and reporting regularly to the Director of Development and Alumni Relations and relevant governance bodies.	
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Person specification

	Essential	Desirable
Skills	▪ Proven ability to provide strategic leadership in complex organisations, translating priorities into clear, deliverable fundraising strategies and outcomes. ▪ Effective people leadership skills, including performance management, coaching, talent development and building sustainable fundraising capability through others. ▪ Highly developed influencing and communication skills, with the ability to build trust, manage competing perspectives and engage senior leaders, donors, volunteers and external stakeholders. ▪ Analytical and decision-making skills, with the ability to use data, insight and evaluation to shape priorities, manage pipelines and support continuous improvement.	
Knowledge and Experience	▪ Experience leading complex, stakeholder-focused fundraising or income-generating activity at scale, with accountability for strategy, outcomes and impact. ▪ Experience of developing and delivering strategies to secure high-value philanthropic or comparable stakeholder commitments aligned with organisational priorities. ▪ Experience of managing and progressing relationships with senior donors or stakeholders through structured, ethical cultivation, solicitation and stewardship. ▪ Experience of managing portfolios and teams against pipeline progression and income conversion targets. ▪ Experience of managing budgets, resources and performance frameworks, and contributing to financial planning and risk management within a complex organisation.	▪ Experience of working in a global context. ▪ Experience of working within or alongside the higher education, charity or not-for-profit sectors. ▪ Experience of working with CRM systems, prospect management tools or data-driven fundraising approaches to support portfolio management, decision-making and performance.

	▪ Experience of major gifts fundraising, annual giving, legacy giving or comparable income-generating programmes.	
Qualifications, certification and training (relevant to role)	▪ Degree or equivalent professional experience.	▪ Professional fundraising or advancement qualifications



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	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others



