**Senior Development Executive (Corporate and Trusts)**

**Salary – Grade 8 (£43,414 - £51,805)**

**Job description**

Raising philanthropic funds in support of the University’s strategic aims and priorities and building momentum and capacity to achieve a step change in activities in advance of the anticipated campaign launch in 2023 are the over-riding objectives of this post. The post-holder will be responsible for driving delivery of one of the key fundraising strands of the Development programme and achieving targets associated with the fundraising strand.

The post-holder will be responsible for developing and managing prospect pools; developing relationships with senior level academics in order to build a fundraising pipeline; developing innovative and compelling cases for support in order to attract income from a range of sources as well as cultivate high level donors, solicit gifts and help to steward relationships thereafter.

**Key generic duties and responsibilities**

1. Responsible for managing one of the key income strands (Trusts & Foundation, Companies/ Regular Giving/ Individual Giving) within the overall fundraising programme in consultation with the Head of Development.
2. Develop the strategy and individual operational plan to engage potential donors in fundraising activities and deliver the income targets associated with one of the fundraising strands within the fundraising programme, (Trusts and Foundations, Corporate, Major Donor and Regular Giving) in consultation with the Head of Development
3. Operational delivery and accountability of targets linked to one of these elements of the fundraising plan will be the responsibility of this role.
4. The postholder will have line management of the Development Executive (Trusts and Foundations) and Development Assistant, in addition to potential new staff recruited to support growth of this key strand of the fundraising programme
5. To manage a prospect pool and proactively develop relationships from cultivation through to ask and stewardship
6. To contribute to the overall annual fundraising targets and activities in support of enhanced fundraising performance
7. To work closely with senior level academics coaching and engaging them in the Development process
8. To secure new business and manage high quality relationships and stewardship activities to encourage donors to give, and give again
9. To develop a fundraising pipeline working closely with academic schools
10. To develop and prioritise a range of fundraising propositions by working closely with academics/schools
11. To have significant added value in relation to intelligence around our database and prospect pools
12. To achieve softer performance targets such as number of prospect meetings secured; number of proposal submitted; number of cultivation events held, all of which will clearly demonstrate progress in meeting financial and non-financial targets
13. To work closely with our Stewardship Officer to ensure that donors are looked after and stewarded appropriately

**Corporate and Trust Strand - outputs and outcomes**

* To develop innovative and compelling cases for support and proposals in order to solicit gifts of £25k+ from Companies, and Trusts and Foundations
* To have a fully developed and exploited prospect pool, clearly demonstrating moves management form initial cultivation through to ‘ask’
* To develop the strategy to grow philanthropic income from corporate relationships and Trusts and Foundations

**Person specification**

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment** |
| Education and qualifications |  | Fundraising qualifications | CV/certificates |
| Experience | Track record of securing 5, 6, or 7 figure gifts across two of the following income streams (Trusts, Companies, Regular Giving, or Major Donors)  Face-to-face fundraising experience essential  Knowledge and experience of donor stewardship  Experience of managing a prospect pool and progressing relationships from ‘cold’ to cultivation to ‘ask’ and stewardship  Experience of developing fundraising propositions ie managing fundraising campaigns  Track record in successfully achieving annual income target of £1m+  Results oriented demonstrated via fundraising track record | Experience of leading/managing fundraising campaigns  Higher education  Experience of line management and coaching/mentoring staff  Experience of managing budgets and developing operational plans  Experience of direct management of staff | Letter & CV plus interview (all) |
| Competencies, skills and knowledge | First rate communicator (written and verbal)  Track record of building external relationships and stakeholder management  Creative thinker – someone who has a track record in initiating and implementing new ideas  Experience of fundraising across a range of sources  Ability to prioritise and manage a diverse workload  Knowledge of fundraising regulations  Self-starter and team player  Ability to work in complex and often ‘fuzzy’ contexts | Knowledge and experience of corporate sponsorship  Knowledge of databases particularly Raisers Edge | Interview – practical test  Interview (for all remaining points) |
| Special factors | Willingness to travel across the UK (worldwide on occasions)  Willingness to work outside normal working hours as and when required | Driver licence |  |