

JOB DESCRIPTION

Job Title	Advancement Coordinator		
Reports to	Executive Director, Proposition Development and Campaign		
Department	Advancement		
Job Family	Relationship	Level	2

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The Advancement purpose is to lead on the development and enhancement of the London Business School community. The group's key activities are managing our relationship with our alumni, and fundraising from individuals by developing and leveraging proactive and long-term relationships with these constituents. To achieve this, the Department works closely with external bodies and internal departments, such as the Dean, Governing Body, faculty, students, staff, alumni, friends, corporations, foundations and others.

In 2016, the School closed a highly successful fundraising campaign raising £125m to support world-class research, scholarships and innovative new facilities.

In November 2022 the School publicly launched its second major campaign to raise £200m supporting the School's ambitions. This is a pivotal moment for the School and members of the Advancement team at all levels will play a major role in this effort by working to build important relationships and promote the image of the School.

Job Purpose

The Advancement Coordinator role is at the heart of the Campaign effort to highlight the impact of LBS and the role philanthropy plays in fueling that impact. This position will lead on Campaign related administration and support, coordinating planning and delivery of the Campaign including its underlying propositions and giving opportunities. This position will also have ownership around the administration and coordination of the *Campaign Leadership Board* – the group of donors and volunteers supporting the Campaign at the highest levels. The role will work very closely with the Executive Director, Proposition Development and Campaign and the Senior Campaign Manager on a range of Campaign and proposition related tasks and projects. The role will also provide more general administrative support directly to the Executive Director.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Customer Service

- Act as the first point of contact within the team for all Campaign administrative enquiries. Ensure that enquiries are dealt with promptly to meet and exceed their needs and expectations.

Administration

- Ownership and management of an extensive range of Campaign Leadership Board associated projects, administration and logistics.
- Complete tasks in accordance with defined policies and procedures to ensure that a consistent, world-class service is provided to stakeholders.
- Co-ordinate and manage internal and external Campaign and proposition related meetings with a variety of stakeholders at all levels.

Analysis and Reporting

- Produce a variety of Campaign presentations for a variety of audiences and stakeholders at all levels.
- Responsible for the updating and file management of all Campaign documents, presentations and reports across multiple systems and channels.

Collaboration and Support

- General administrative support for the Executive Director as required, including meeting support, project support, database support, travel coordination etc.
- General administrative support for the Proposition Development and Comms team as required.
- Work with the Executive Director to support delivery of team objectives and meet or exceed targets and metrics.

Project Management

- Provide support (e.g. research, external benchmarking) to straightforward projects in own area in order to support project planning and implementation; sometimes taking the lead on defined project activities.
- Provide support to the Campaign project, including internal and external stakeholder management.

Financial Management

- Accurately process invoices and input financial data into systems to support the tracking of Campaign budgets.

Process Improvement

- Keep up-to-date with relevant London Business School offerings and make suggestions for improvements based on stakeholder feedback.
- Proactively review relevant processes and systems within own area of work and make suggestions to improve efficiency and effectiveness.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, act in a resilient manner when responding to change, and proactively look for opportunities to support change to help embed it in the team and/or department.

KPIs

- High-quality service provided to stakeholders.
- Timely response to and resolution of enquiries, requests and issues.
- Meeting or exceeding targets and metrics.
- Contribution to the achievement of team targets.
- Effective coordination of project teams and meetings.
- Support of key event and communication activities.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Positive feedback from project teams and team leadership.
- Compliance with processes, procedures and standards.
- Contributions to process reviews and operational improvements.

Knowledge/Qualifications/Skills/Experience required

- Further education or equivalent.
- May hold vocational qualification.
- Excellent customer service skills.
- Experience of working in a customer-facing environment.
- Proven track record of delivering against Key Performance Indicators or metrics.
- Good communication skills and the ability to address a variety of stakeholders.
- Sound working knowledge of standard IT packages, systems and/or databases.
- Experience of software related to own area of specialism.
- Proactive approach to relationship development with colleagues and stakeholders.
- Good attention to detail.
- Good time management skills with the ability to organise and prioritise.
- Good teamwork skills and the ability to work collaboratively.
- Ability to interpret and apply guidelines to a specific activity.
- Experience in standard financial management processes.
- Self-starter attitude and approach, works with initiative.

Staff	NA
Budgets	NA
Date Updated	15 Jan 2025