

# JOB DESCRIPTION

<b>Job Title</b>	<b>Development Manager – Leadership Annual Giving</b>		
<b>Reports to</b>	<b>Deputy Director, Giving</b>		
<b>Department</b>	<b>Advancement</b>		
<b>Job Family</b>	<b>Relationship</b>	<b>Level</b>	<b>3</b>

## 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

London Business School is a highly respected international business school, comprising a community of celebrated faculty, students, alumni and colleagues. The Advancement team is engaged in developing life-long relationships with our students and alumni and delivering fundraising activities to support London Business School's ambitious growth and to maintain its position in the premier league of business schools.

In 2016 the School closed a highly successful comprehensive fundraising campaign two years early, having surpassed its original target of £100m by more than 25%. Building on the success of this campaign, we are now preparing to launch our next school-wide fundraising campaign, with an aim of raising £250m in support of our world-class faculty, research, learning facilities and diverse student community. Following a recent strategic realignment, the new Giving team - part of the wider Advancement team - has been established.

Securing income from individuals at a range of levels, the Giving teams aim is to ensure long-term, sustainable funding for the School by building strong and lasting relationships with our students, alumni and external donors.

The other teams that make up Advancement at LBS are: Operations & Donor Relations, Alumni Engagement, and the Central Team.

## **Job Purpose**

To proactively manage a substantive portfolio of prospects/donors to deliver unrestricted gifts at the leadership annual giving level (4 to 5 figure gifts) in support of the School's strategic priorities.

This role will be an integral part of planning for the future ambitions of the School and the next Campaign.

## **Key Areas of Accountability and Key Performance Indicators (KPIs)**

### **Key areas of accountability:**

#### **Relationship Management**

- Develop tactical engagement plans and strategy to maximise income, profile and influence from alumni and friends of the School.
- Proactively manage a portfolio of 175-200 prospects and to regularly and strategically review progress with line manager.
- To meet or exceed outreach, solicit and financial income targets in line with the School's priorities from annual leadership giving prospects.
- To increase the breadth and depth of current pipeline by building and expanding relationships.
- Manage prospect/donor issues and concerns to achieve the best possible outcome for the individual and the School.

#### **Analysis and Reporting**

- Utilise the Raiser's Edge database extensively, filing reports in timely manner.
- Follow proper procedures and protocols with systems and general administrative actions.
- Liaise across the team to prepare reports to inform review, planning and decision making.

#### **Collaboration**

- Collaborate closely with other team members and departments across the School to enable cross department working, sharing of intelligence, and the identification and maximisation of current/prospective donor relationships.
- Provide specialist information and guidance across School departments as necessary to inform other programmes of work.

#### **Process Improvement**

- Monitor business processes for own team, plan and carry out regular reviews to identify opportunities for service improvement in light of changing customer/stakeholder needs, feedback and/or current best practice thinking; follow through on improvements once agreed.

### **Financial Management**

- Monitor and review financial activity for own area to ensure the accurate completion of standard financial processes within budget and the provision of up-to-date information to support decision making.
- Support the setting of and delivery of forecasts and budgets.

### **Change Management**

- Champion change by role modelling the behaviour expected from all colleagues, and follow through on new activities or actions brought about by change to help support its successful implementation.

### **KPIs:**

- Development of relationships with current and prospective donors.
- Delivery of high-quality service in own area of specialism.
- Philanthropic income and engagement targets achieved or exceeded.
- Excellent client and stakeholder experiences.
- Production of high-quality presentations and reports where needed.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Up-to-date and accurate financial and relationship information entered into Raiser's edge or provided to team.
- Improvements in processes and procedures in own area.

### **Knowledge, Qualifications and Skills Required**

- Bachelor's degree or equivalent experience
- Face to face fundraising experience, preferably within the education or cultural sector
- Proven experience soliciting and closing 4/5 figure unrestricted gifts
- Understanding of moves management cycles
- Proficient at developing relationships and influencing and negotiating at a senior level, internally and externally
- Awareness of the activities of the organisation and competitor business schools.
- Excellent written and verbal communication skills
- Mature, confident and well-presented, able to handle sensitive and confidential information with tact and integrity
- Innovative and energetic
- Skilled at selling and target driven
- Ability to work under pressure, prioritise and meet deadlines
- Self-motivated
- Flexible with a demonstrated commitment to teamwork
- Ability to function in a complex and dynamic environment
- Confident with analysis of quantitative information

### **Resources including team management**

n/a
-----

<b>Staff</b>	n/a
<b>Budgets</b>	n/a
<b>Date Updated</b>	25 Feb 2022