

JOB DESCRIPTION

Job Title	Senior Development Manager		
Reports to	Director, Major Giving		
Department	Advancement		
Job Family	Relationship	Level	4

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 department is focused on advancing the vision and ambition of the School by engaging with its 53,000 stakeholders and friends in over 155 countries. Meaningful engagement includes extensive school communications, lifelong learning opportunities, a significant digital network accessed through the LBS Hub and London.edu, social events such as Reunions and Worldwide Alumni Celebrations and numerous activities through 120 alumni clubs and professional interest groups worldwide. The interests and views of the alumni community are represented by the Alumni Council, who work in partnership with the School to develop, enhance and support a network of mutually beneficial and enduring relationships.

Advancement manages all fundraising programmes for the School including the Forever Forward Campaign, which was launched in November 2022 with a target to reach £200 million. This follows the School's first campaign completed in 2016 which funded a new building, investment in faculty research and Chairs, and scholarships. It closed two years early with £125 million committed, successfully fuelling the School's growth and securing its position in the premier league of business schools. 2 Advancement works closely with the Dean, Governing Body, Alumni Council, Campaign Leadership Board, Faculty, alumni, students, friends, corporates, foundations, and others to help develop a community of supporters for the School.

The teams that make up Advancement at LBS are; Operations & Donor Relations, Alumni Engagement, and Philanthropy.

Job Purpose

This role sits within the Major Giving Team and will complement an already highly motivated and successful group of fundraisers. The primary objectives of this role are to:

- Manage and develop a portfolio of HNWI prospects and supporters, developing multi-level relationships in order to deliver significant major gifts (£50k-£1m per annum) in support of the School's strategic priorities.
- Oversee and develop a portfolio for between 100-150 engaged and undiscovered prospects to qualify, develop and solicit, in support of the School's strategic objectives.
- Working closely with the Executive Director of Philanthropy, take the lead for the New York major gifts community of donors and prospect, managing existing donors and proactively developing a community of philanthropists in the region.
- Proactively work with the Prospect Research team to identify new potential supporters for London Business School, from existing donor contacts and networks as well as exploring other prospect development opportunities both within the School and through external sources.
- Work with colleagues in Alumni Engagement to enable opportunities for cross-working, to ensure a customer centric approach to managing existing and new supporters.
- Support the Director of Major Giving and Executive Director of Philanthropy in duties as required, including supporting the success of the Forever Forward Campaign, VIP events and contributing to briefings for senior leadership at a high level of attention to detail.
- Utilise and attend school / institute events and develop contact networks of Faculty and LBS leadership to identify and cultivate senior level prospects as future supporters.

Key Areas of Accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Relationship Management and Fundraising

- Build and develop lasting relationships with current and prospective supporters, to meet agreed revenue targets and establish opportunities for multi-year income generation in unrestricted and restricted funds
- Develop and manage a portfolio of approximately 120+ prospects and to regularly and strategically review progress with Director of Major Giving
- Carefully track the progress of prospects through the cultivation cycle to achieve ambitious activity and financial KPI's.
- Work with Prospect Research team and colleagues across the Philanthropy Team to identify new prospects through existing supporter contact networks and successfully raise funds for key School priorities.
- Anticipate and react to complex stakeholder issues, resolving when they occur to instill confidence in all stakeholders to ensure that the service provided meets standard expected by London Business School.

- Utilise expertise and insight to create opportunities and lead the development of initiatives or solutions, ensuring that London Business School's offerings to donors and stakeholders remain market leading.
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Strategy and Planning

- Develop plans for current or prospective donors and oversee their implementation to ensure delivery against agreed revenue or engagement targets.
- Ensure that the portfolio strategy is aligned to the Philanthropy Team and wider departmental and School strategy and goals.
- In support of the Director of Major Giving, provide timely and accurate income and progress reports, including income forecasts, prospect plans and pipeline updates.
- Working with their line manager and colleagues across Advancement, collaborate in the formulation of annual and multi-year income targets and activity plans for the role.

Collaboration and Stakeholder Management

- Work closely with colleagues from across the Giving Team to identify new prospects through the contact networks of our existing supporters and alumni.
- Work closely with the stewardship and donor relations to ensure that existing donors are well informed on the impact of their giving and the beneficiaries of their support.
- Through regular and ongoing communications with our Alumni Engagement colleagues, maximise cultivation opportunities for new and existing supporters, including our flagship events such as Reunion and the Worldwide Alumni Celebration.
- Drive a world-class service for the School's donors and prospects, regularly reviewing quality to ensure service meets clients and/or stakeholder needs, and alignment with London Business School goals.
- Work closely with Donors Relations and Campaign team colleagues on our strategic events portfolio, as well as utilise existing collateral and proposal templates in order to develop highly professional funding applications and updates to prospective supporters.
- Frequent communication with the Prospect Research team to ensure prospect pipelines and moves management processes are up to date and new prospective funders are identified.
- Represent the team to colleagues, stakeholders and cross-School groups as necessary, enabling cross-department working, spotting and initiating opportunities to collaborate and develop relationships.
- Represent the Advancement team, School leadership and senior level LBS staff at internal and external events, where required.

Miscellaneous

- To follow procedures and protocol with systems and administrative actions including accurate and frequent database usage and reporting (Raiser's Edge).
- Any other appropriate duties as assigned by the Senior Development Lead.

Knowledge, Qualifications and Skills Required

- Significant fundraising experience, gained ideally within a University or Higher-education organisation, or from other parts of the not-for-profit sector.
- Minimum 3+ years Major Gifts fundraising experience, with experience of closing 6 figure+ gifts.

- Outstanding written, verbal communication and influencing skills, with the ability to negotiate, collaborate and influence internal/external stakeholders
- Experience of operating at a senior level within an organisation, proficient at developing relationships and influencing and negotiating at a senior management level, internally and externally.
- As some occasional international travel may be required in this role, experience and knowledge of fundraising outside of the UK and adeptness at navigating a wide variety of international cultures and customs is desirable.
- Excellent organisational skills and the ability to manage a large and diverse portfolio of high-profile prospects.
- Mature, confident and well-presented, able to handle sensitive and confidential information with tact and integrity.
- Innovative, creative and energetic approach to fundraising and relationship development.
- Self-motivated, target driven with the ability to prioritise work and adhere to deadlines.
- A committed team player who enjoys working collaboratively and sharing / taking on board new ideas.
- Thorough knowledge of MS Office packages and a good understanding of databases systems including Raisers Edge.

Staff	
Budgets	
Date Updated	05/02/2026