

JOB DESCRIPTION

Job Title	Development Manager, Trusts and Foundations (Maternity)		
Reports to	Associate Director, Major Gifts		
Department	Advancement		
Job Family	Relationship	Level	3

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 and 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

LBS is a top international business school with a community of students, alumni, and staff. The Advancement team builds lifelong relationships with students and alumni and leads fundraising efforts to support the School's ability to respond to global challenges for business and the society, like climate change, declining trust in leaders and global poverty.

In November 2022, we launched Forever Forward, our campaign to raise £200 million to achieve the School's ambitious goals. After a strategic realignment in 2023, the Major Giving team was formed to secure long-term significant funding from individuals, trusts and foundations, and corporations.

The trust and foundations programme, reinvigorated three years ago, is crucial to the campaign's success. The programme is quickly maturing, with several major grants already secured this year. And a schedule of additional bids is planned and underway for socially impactful projects, like delivering needs-based scholarships, economic development for poor communities rural India, and securing our London-based Community Outreach Initiative.

We are looking for an experienced fundraiser and relationship builder to join the Major Gifts team for a six-month maternity cover. The role offers the chance to enhance your skills in trust and foundation fundraising and gain experience in higher education advancement within our ambitious, high-performing and supportive team.

We are very open to applicants wanting to work part time or flexibly.

Job Purpose

At London Business School, we aim to profoundly influence global business practices and their impact on the world. As a Development Manager within the Major Giving Team, you will play a crucial part in sustaining and growing our trust and foundation programme. This role involves strategic relationship-building with institutional funders, contributing to the School's ambitious fundraising campaign, and supporting its position as a leading international business school.

Key Areas of Accountability and Key Performance Indicators (KPIs)

Relationship Management and Fundraising:

- Develop and nurture relationships with key trusts, foundations, and statutory sources.
- Develop and submit persuasive major funding proposals as part of an ongoing schedule of bids to support the School's growth vision.
- Carefully manage relationships with existing major funders, including via reporting and other engagement.
- In collaboration with the Research Team, identify new funding opportunities and secure major grants, through funder meetings.

Collaboration and Stakeholder Management:

- Collaborate with and influence faculty members, students, alumni, and external donors to align funding needs with strategic objectives.
- Work closely with the Advancement team, including Operations & Donor Relations, Alumni Engagement, and Philanthropy, to maximise fundraising success.

Miscellaneous:

- Monitor sector funding trends and provide insights to enhance the School's fundraising strategies.
- Ensure compliance with donor requirements and organisational policies.
- Contribute to the School's image promotion through strategic engagement with stakeholders.
- Follow procedures and protocol with systems and administrative actions.
- Any other appropriate duties as assigned by your manager.

Knowledge, Qualifications and Skills Required

- Experience in fundraising and development income generation, preferably including trusts and foundations.
- Strong relationship management and communication skills.
- Effective collaboration with diverse teams and stakeholders.
- Excellent organisational and project management abilities.
- Familiarity with higher education funding is desirable.
- Skilled in developing relationships, influencing, and negotiating at a senior level.
- International fundraising experience and cultural adaptability are advantageous.
- Ability to manage a diverse portfolio of high-profile prospects.
- Professional and discreet in handling confidential information.
- Innovative and energetic approach to fundraising.
- Self-motivated, target-driven, and deadline-oriented.
- A team player, open to new ideas.
- Well-networked in the fundraising sector and aware of trends and innovations
- Proficient in MS Office and database systems like Raisers Edge.

Staff	
Budgets	
Date Updated	17/03/2025