

JOB DESCRIPTION

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| Job Title | Development Manager, Leadership Giving | | |
| Reports to | Director, Annual Giving | | |
| 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, 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 MyLBS, social events such as reunions and the Worldwide Alumni Celebration 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.

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

The Development Manager, Leadership Giving is a frontline fundraising role responsible for securing gifts of £1,000–£50,000, primarily in support of the LBS Fund. The postholder will manage a portfolio of previous £1,000+ donors, follow up on appeal responses, and cultivate a small portfolio of Leadership Giving and Major Gift prospects.

The primary objectives of this role are to:

- Manage and refine a fluid group of active and undiscovered donors, to qualify, develop, solicit and steward them in support of the School's strategic objectives.
- Oversee and develop a portfolio of active and undiscovered prospects to qualify, develop and solicit, in support of the School's strategic objectives.
- Leverage Reunion cycle to secure gifts of £1,000+ and pledges of £5,000+.
- Follow up with prospects identified through appeals and mass outreach programmes to secure gifts of £1k-£50k.
- Achieve annual income target.
- 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 Annual Giving, Director of Major Giving, and Executive Director, Giving to identify key prospects with the capacity and propensity to support London Business School's future fundraising campaign.
- Proactively work with the Prospect Research team to identify new potential supporters for London Business School, from existing donor contacts and networks.
- Record relevant information on Advancement database in a timely manner.
- Utilise and attend School / institute events and develop 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 budget relieving funds.
- With the other Development Manager, Leadership Giving manage the group of leadership giving donors, regularly and strategically reviewing progress with the Director, Annual Giving.
- Develop and manage a portfolio of prospects and regularly and strategically review progress with relevant colleagues

- Carefully track progress of prospects through the cultivation cycle with robust and measurable KPIs.
- Work with Prospect Research team and colleagues across the Advancement team to identify new prospects through existing supporter contact networks and actively promote unrestricted giving in support for the School's core activity.

Strategy and Planning

- Work with Prospect Research and Data team to refine the group of leadership giving donors, using data analysis as appropriate to qualify prospects and move them through the pipeline efficiently.
- Reflecting on professional experience and working with Prospect Research team, develop tailored and creative approach to portfolio management and develop tactical engagement plans to maximise income, profile and influence from alumni and friends of the School.
- Ensure that portfolio strategy is aligned to the Philanthropy team and wider departmental and School strategy and goals.
- In support of the Director, Annual Giving and Director, Major Giving, provide timely and accurate income and progress reports, including income forecasts, prospect plans and pipeline updates.
- Working with line manager and colleagues across Advancement, devise annual and multi-year income targets and activity plans.

Collaboration and Stakeholder Management

- Work closely with colleagues from across the Philanthropy team to identify new prospects through the contact networks of our existing supporters and alumni.
- Regularly liaise with Annual Giving team colleagues and Stewardship and Donor Relations teams to ensure delivery of seamless and outstanding stewardship for existing donors, primarily within the context of the Regent's Circle.
- 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 Worldwide Alumni Celebration.
- Work closely with the Donor Relations and Campaign team colleagues on our strategic events portfolio and utilise existing collateral and proposal templates in order to develop highly professional funding proposals and updates to prospective supporters.
- Frequent communication with 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.
- Build a network of stakeholders across the School including Marketing, Communications, faculty, Degree and Executive Education, to facilitate improved communication and maintain knowledge of opportunities with clients and stakeholders across the School.
- Represent School leadership at external events and conferences, 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 Director of Annual Giving.

Knowledge, Qualifications and Skills Required

- Demonstrable experience of individual fundraising and annual giving activity, ideally within a university or higher-education institution.
- Proven experience of closing multiple gifts between £1,000 and £50,000.
- Bachelor's degree or equivalent experience.
- Outstanding written and verbal communication and influencing skills, with the ability to negotiate, collaborate and influence internal/external stakeholders.
- Proficient at developing relationships and influencing and negotiating at a senior management level, internally and externally.
- Experience/knowledge of fundraising outside of UK (desirable) and adept at navigating a wide variety of international cultures and customs.
- 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.
- Energetic and enthusiastic approach to fundraising and relationship development, with a positive mindset and the determination to maintain momentum despite setbacks.
- Self-motivated and target-driven, with the ability to prioritise workload and meet deadlines.
- A committed team player who enjoys working collaboratively and contributing and responding to new ideas.
- Thorough knowledge of MS Office packages and a good understanding of databases systems including Raisers Edge.

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| Date updated | 25/03/2026 |
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