

# JOB DESCRIPTION

<b>Job Title</b>	<b>Giving Coordinator</b>		
<b>Reports to</b>	<b>Executive Director, Giving</b>		
<b>Department</b>	<b>Advancement</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>2</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 secure 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 the first campaign, the School launched *Forever Forward*, our latest ambitious and transformational £200 million fundraising campaign. The Campaign's four funding priorities underpin our School strategy: doubling scholarships, increasing research funding, investing in our learning environment and enabling innovation.

The Philanthropy Team incorporates the Annual Giving, Major Giving, Corporation and Foundation Giving, and Principal Giving teams. This role will work across the Major Giving Team, which is responsible for income generation for gifts at the £50k - £1m level, and the Corporation and Foundation Giving team which leads fundraising from trusts, foundations, and companies. The teams are instrumental in delivering the success of the Forever Forward fundraising campaign.

The teams that make up Advancement at LBS are: Operations & Donor Relations,

Alumni Engagement, and Philanthropy.

## Job Purpose

The Giving Coordinator is a key administrator for the Major Giving and Corporation and Foundation Giving teams, and the Executive Director, Giving. This varied and exciting role requires establishing excellent working relationships with internal and external stakeholders including the Advancement Team, key alumni, and departments around the School. This role will require the ability to manage multiple projects and varied support needs in a fast-paced environment. The ability to understand priorities, and lead proactively, is essential to the success of this role.

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Key areas of accountability:

#### **Delivery and Support**

- Provide administrative support to the Executive Director, Giving, including expenses, support with meeting logistics, FAQs, diary co-ordination, and general database support as appropriate.
- Preparation of supporting materials, presentations, to a high level of detail and accuracy as required.
- Support and be key point of contact for speaker requests from around the team, ensuring fundraisers are aware of opportunities, and ensure smooth process from suggestions to selection of speakers.
- Manage and assist with a wide variety of departmental administrative queries as part of a small group of coordinators via a shared inbox
- Work with the Director of Major Giving on the Major Giving and Corporation and Foundation Giving team meetings including agenda, logistics, and appropriate follow up, as well as leading on team engagement with Learning and Development and supporting with team L&D sessions
- Lead on 1:1 meetings with individual major gifts fundraisers to disseminate key information and any support as appropriate.
- Any other appropriate duties as requested by the Executive Director of Giving or Associate Dean of Advancement as appropriate.

#### **Analysis and Reporting**

- Work with the Executive Director of Giving and the Data team to ensure gifts and donor activities are accurately recorded on the Raiser's Edge database in a timely manner.
- Ensure that the personal details of key alumni and prospects are kept clean and up to date on the system.
- Support the Executive Director of Giving with income tracking and reporting as needed.

### **Customer Relations**

- Work collaboratively with the wider team in providing outstanding customer service across all areas of fundraising and servicing.
- Produce relevant correspondence to support fundraising activities (drafting invitations and letters, proof-reading, etc).
- Occasionally provide cover for other Coordinators within the Advancement team as and when required.

### **Event Delivery**

- Lead on strategic implementation and delivery of the London Breakfast Series, a cultivation event for our significant donors and a small group of students
- Providing administrative support as appropriate with the Strategic Events Manager and Major Giving Team with cultivation events (UK and overseas).

### **KPIs:**

- High-quality support service provided to all stakeholders.
- Timely response to and resolution of administrative queries/support
- Accuracy and integrity of data in business systems.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Successful delivery of London Breakfast Series
- Contributions to process reviews and operational improvements.

### **Knowledge/Qualifications/Skills/Experience required**

- High level interpersonal and communication skills and the ability to address a variety of stakeholders including major donors.
- Sound working knowledge of standard IT packages including Microsoft Office products, systems and/or databases.
- Experience with CRM databases (Raiser's Edge desirable)
- Proactive approach to relationship development with colleagues.
- Excellent organisational and administration skills, including high attention to detail.
- Exceptional time management skills with the ability to organise and prioritise, work under pressure and meet deadlines.
- Experience supporting multiple stakeholders with differing priorities.
- Good team working skills and the ability to work collaboratively.
- Ability to interpret and apply guidelines to a specific activity.
- Executive Assistant experience or experience of working in a customer-facing environment.

Resources including team management	
n/a	

<b>Staff</b>	n/a
<b>Budgets</b>	n/a
<b>Date Updated</b>	15 January 2026