

# JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Manager, Scholarships &amp; Partnerships</b>		
<b>Reports to</b>	<b>Associate Director, Engagement</b>		
<b>Department</b>	<b>Degree Education</b>		
<b>Job Family</b>	<b>Relationship</b>	<b>Level</b>	<b>4</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 customized 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 top global business school. We operate in a fast moving, highly competitive international marketplace. We have a strong reputation in post graduate degree education and our programmes rank in the Top 10 of the Financial Times Business Education rankings.

The Degree Programmes portfolio represents over 60% of London Business School's revenues. The department also plays an essential role in supporting the School's brand and reputation.

Recruitment and Admissions are a group of over 60 individuals tasked with attracting, converting and retaining interest from potential students from enquiry to enrollment. Within R&A it is the responsibility of the Engagement team to lead our engagement and interaction with candidates and offer holders as well as our key partners, by planning and supporting the delivery of customer engagement activity including global events, individual R&A engagement trips, and digital engagement campaigns.

The R&A team is a busy and demanding place to work. The working environment is highly collaborative, and the successful candidate will demonstrate a capacity to work effectively as part of a team, have a sense of urgency and the ability to adapt. The R&A

team are encouraged and expected to take the lead in their areas of responsibility and to contribute elsewhere in the department and School as appropriate.

## Job Purpose

Reporting to the Associate Director, Engagement, this position is pivotal in contributing to the strategy and annual plans for Recruitment & Admissions and our goal to attract and recruit a high quality and diverse pipeline of candidates to meet the School targets. Recruitment and Admissions at London Business School has a commitment to increasing the number of women, black students, LGBTQIA+ students and students from lower socio-economic backgrounds, who develop their careers through world class business education at London Business School. This role will play a strong role in London Business School's progress towards diversity, inclusion and belonging within Recruitment and Admissions.

The Senior Manager – Partnerships & Scholarships will be responsible for managing our key partnerships with universities and external network organizations, maximizing external partner engagement to drive our commitment to diversity and quality within recruitment and admissions.

This role is also the main day-to-day contact for the Advancement team, acting as a key internal partner to ensure R&A support the development and maintenance of strong relationships with key donors. They will also work closely with Recruitment & Admissions Directors and their teams to support scholarship decisions, including leading the onboarding programme for scholars and will play a crucial role in nurturing the School's scholar ecosystem.

The Senior Manager will lead key widening access projects, including Inspire@LBS, LBS Summer School, to build the pipeline for under-represented groups and future scholarship recipients.

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

Key areas of accountability:

### **Strategy and Planning**

- Contribute to the development of strategy for R&A Engagement, ensuring that plans are aligned to wider Recruitment and Admissions strategy and overall School goals.
- Develop partnerships and scholarships plans for widening access in Recruitment and Admissions and lead their implementation to support the achievement of R&A diversity ambitions.
- Contribute to the development of Key Performance Indicators to support the assessment of the strength/quality of relationships and/or the impact of engagements.

### **Relationship Management**

- Build and develop lasting relationships with current and prospective academic, diversity and scholarship partners and stakeholders to meet diversity recruitment targets and establish new long term opportunities.
- Work collaboratively with internal stakeholders in Advancement to ensure the R&A supports the delivery of School goals in relation to donor management and relationships.
- Work with external partners and stakeholders to develop collaboration solutions that best meet their needs.

- Ensure relevant materials and resources are used to target partner and scholar needs and to further develop current or prospective relationships.
- Create and deliver presentations to targeted DIB and academic audiences – both prospective students and partners, responding to their questions and issues to support the achievement of the School's strategic objectives
- Proactively utilise relationship management skills and London Business School knowledge to make connections and spot opportunities to achieve and exceed engagement targets.
- Investigate and assess complex issues raised by partners and scholars and employ established techniques to resolve the issue and maintain/ improve relationships.
- Manage prospective partners and scholars through the engagement pipeline, tracking progress to ensure objectives are met.

### **Analysis and Reporting**

- Use systems and data to track partner engagement levels and use this information to make decisions regarding current and planned initiatives.
- Identify trends with prospective partners and scholars, as well as the wider diversity and inclusion landscape, to provide insight and suggest action to develop the School's relationships.
- Liaise across the Recruitment and Admissions and Engagement teams to prepare pipeline and donor impact reports to inform review, planning and decision-making.

### **Project Management & Technical Knowledge**

- Plan and deliver a range of projects, including the Inspire@LBS summer camp and partner activities, act as an expert resource or lead a work stream on more complex projects, to ensure delivery against project time, cost and quality standards.
- Research and keep up-to-date with industry and diversity & inclusion activities and trends and use these to ensure that innovative and effective scholar and partner solutions are proposed.
- Develop deep understanding of London Business School and competitor offering and use this knowledge to inform innovative and high-impact partner and scholar proposals.

### **Financial Management**

- Contribute to the development of and lead the control of relevant budgets to ensure value for money and cost control, particularly in relation to partnership activity and EPS projects.

### **KPIs:**

- Ownership of the development and growth of key relationships with current and/or prospective external partners and stakeholders – with a focus on academic and DIB partnerships.
- Engagement and satisfaction targets met or exceeded.
- Contribution to improvement in performance for the External Partnerships and Scholarships team, and Recruitment and Admissions.
- Production of high-quality pipeline and impact reports, with complex analysis to support management decision-making.
- Projects delivered on time, on budget and to quality standards.
- Successful recruitment of partners and scholars.
- Contribution to innovation within External Partnerships and Scholarships, and Diversity, Inclusion and Belonging at London Business School.
- Strong cross-team working relationships developed with key stakeholders.

- Improvements in recruitment through partnerships and of scholars for Recruitment and Admissions.

**Knowledge, Qualifications and Skills Required**

- Bachelor's degree or equivalent experience.
- Professional qualification or equivalent experience.
- In-depth knowledge of business education, widening access and participation, and diversity, inclusion and belonging
- Sound working knowledge of policies, regulations and legislation in area of specialism.
- Excellent communication skills and the ability to develop and maintain candidate & stakeholder relationships at senior levels.
- Excellent analytical and problem-solving skills.
- Skilled in negotiation, networking, and influencing.
- Ability to manage multiple internal and external stakeholders and to operate effectively with senior leaders.
- A strong understanding of the challenges and USPs of our products, competitive landscape and offering.
- Ability to scan the horizon, identify industry best practice and translate this into future planning for own area of specialism.
- The postholder must be willing and comfortable to travel internationally for events

	N/A
	N/A
	February 2026