

JOB DESCRIPTION

Job Title	Prospect Development Officer		
Reports to	Associate Director, Operations and Donor Relations		
Department	Advancement		
Job Family	Business Services	Level	2

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

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.

The Advancement team is formed of the Alumni Engagement, Giving, Campaign and Operations & Donor Relations teams under the leadership of the Associate Dean, Advancement.

The alumni community links more than 47,000 alumni in more than 130 countries. The School provides alumni with a range of services including access to an extensive range of online services including library databases and contact information for alumni, students and faculty via LBSHub. Alumni interests are represented by the Alumni Council made up of 25 elected alumni together with five representatives of the School, including the Dean.

The Giving team raises the philanthropic funds needed to support the School's ambitious growth and to secure its position in the premier league of business schools. It works closely with the Dean, faculty, alumni, friends, corporates, foundations and others to secure funds needed to support faculty chairs, research initiatives, scholarships and campus development.

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 this campaign, we recently launched our next school-wide fundraising campaign *Forever Forward*, aiming to raise £200m in support of our world-class faculty, research, learning facilities and student scholarship.

Job Purpose

The Prospect Development team is vital in helping the School to prepare for the next stages in our fundraising strategy and *Forever Forward* campaign. Working with the Associate Director, Operations and Donor Relations and others, this role will contribute to the Advancement's growing programme of prospect research, prospect identification, portfolio management, Due Diligence process and providing key insight at all levels. This role requires working proactively in a fast-paced and dynamic environment to deliver key insight into alumni and supporters.

This entry level position will suit an individual who is looking for a varied rounded role. The successful candidate will have a strong attention to detail, be organised, entrepreneurial and adaptable.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support

- Provide high quality and accurate research briefings for events, trips and meetings in a format and style appropriate to the audience (e.g. fundraisers, senior leadership and Faculty).
- Manage media alerts process to keep relationship managers informed of the latest developments with key alumni and supporters.
- Support the Prospect Development team by updating key prospecting information on Raiser's Edge alumni database.
- Provide more general administrative support to the Prospect Development team.

Analysis and Reporting

- Undertake research on individuals, corporations and charitable trusts using a variety of resources including international news, biographical, financial databases and keeping track of news on prospects and current donors.

- Proactively identify new prospective donors from a variety of sources in line with team strategy, targets and goals.
- Undertake the analysis and assessment of capacity ratings to assist with strategy, planning and prioritisation.
- Work with Raisers' Edge to provide research insight that will help us build great relationships with our alumni, as well as maintain detailed and accurate records in compliance with GDPR legislation.

Project Management

- Provide ad hoc support (e.g. research, external benchmarking) to priority projects in order to support project planning and implementation.

Process Improvement

- Proactively review relevant processes and systems within own area of work and make suggestions to improve efficiency.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, act in a resilient manner when responding to change, and proactively look for opportunities to support change to help embed it in the team and/or department.

KPIs:

- High-quality support service provided to all stakeholders, ensuring excellent information flow between Prospect Development team and others within and beyond Advancement department.
- Production of high-quality materials including briefings, analysis and reports.
- Timely response to and resolution of enquiries, requests and issues.
- Accuracy and integrity of data in business systems.
- Development of strong working relationships within and outside the team, and positive feedback from colleagues.
- Positive feedback from team members and others across the organisation.
- Compliance with processes, procedures and standards.

Knowledge/Qualifications/Skills/Experience required

- Ability to multitask, self-prioritise and manage multiple projects at once.
- Organised, entrepreneurial and creative with strong problem-solving skills.
- Excellent oral and written communication skills, with the ability to communicate effectively to a range of audiences.
- Good attention to detail.
- Experience of using Raiser's Edge [desirable] or a CRM database and Excel.
- Strong IT and data analysis skills, including Microsoft Office.
- General understanding of GDPR and data protection [desirable].

Resources including team management

Staff	
Budgets	
Date Updated	20 January 2023