

# JOB DESCRIPTION

<b>Job Title</b>	<b>Advancement Coordinator</b>		
<b>Reports to</b>	<b>Director, Proposition Development and Communications</b>		
<b>Department</b>	<b>Advancement (Engagement Department)</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.

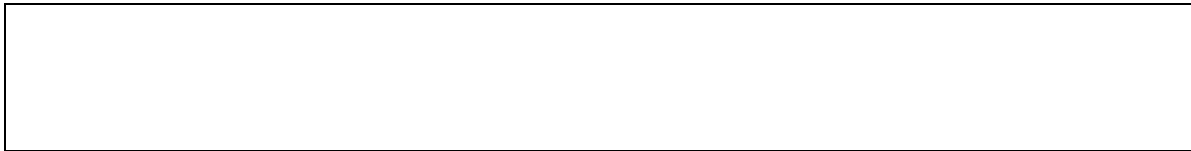
## About the Department

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 November 2022 the School launched its second comprehensive fundraising campaign with an aim of raising £200 million in support of London Business School's world-class faculty, research, learning environment and scholarships.

Following a strategic realignment and re-org within Advancement in January 2024, a newly created Philanthropy team was established. The Philanthropy team comprises four specialist units covering Annual, Major and Principal Giving and Campaign planning. These four areas work collaboratively and in harmony with one another towards the shared Campaign goals and ambitions of the School. Stewardship is a key distinct area of activity which supports the breadth of the Philanthropy's teams work, with particular focus over Major and Principal Giving.



**Job Purpose**

Provide coordination and administrative support to the Associate Dean, Advancement, during a period of heightened activity as we welcome a new Dean to the School. Key responsibilities will include:

- Ensure that the Associate Dean, Advancement is well-prepared and briefed for upcoming meetings, events and other activities, by acting as a central coordination point for others across the Advancement team.
- Provide support with proof-reading and preparing templated materials for meetings and briefings.
- Act as a liaison for the Associate Dean to manage incoming requests, deadlines and action follow up.
- Coordinate the Associate Dean’s travel, liaising with the AD’s EA and other Advancement colleagues as needed.
- Serve as a backup for the Associate Dean’s EA when they are on holiday/out of the office.

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

**Key areas of accountability:**

**Delivery and Support**

- Conduct administrative and/or operational tasks in accordance with defined policies, procedures and instructions to ensure the delivery of a first-class service to all stakeholders engaging with Advancement.
- Support the management of the Associate Dean, Advancement’s travel, in line with department and school-wide activity and in coordination with the EA to the Associate Dean in terms of diary management.
- Provide first line support for the Associate Dean, Advancement on incoming requests regarding deadlines, actions and decision tracking, and ensure these items are prioritised and managed in the most effective way.
- Draft and develop standard materials, working to a clear brief, for use in the provision of meeting, event and trip briefings.

**Data-management and Reporting**

- Organise, input into, and monitor databases and records to ensure accurate recording of information, and ensure that this is delivered in a timely manner within the established guidelines.

**Collaboration and Support**

- Provide support to colleagues within and outside the team as and when opportunities arise, to promote collaborative working across the School.

### Knowledge/Qualifications/Skills/Experience required

- Relevant education relevant to the systems within own area of work
- Good communication skills and the ability to address a variety of stakeholders and make suggestions to improve efficiency.

**Staff** N/A Knowledge of standard IT packages, systems and/or databases. Ability to relationship development with colleagues.

**Budgets** N/A Attention to detail, including advanced proof-reading. Time management skills with the ability to organise and prioritise.

**Date Updated** 9 October 2024. The skills and the ability to work collaboratively. Support service provided.

- Production of high-quality materials.
- Exceptional management of complex travel requests.
- Effective management of enquiries, requests and issues, received by the Associate Dean, Advancement.
- Accuracy and integrity of data in business systems.
- Development of relationships within and outside the team.
- Compliance with processes, procedures and standards.