

JOB DESCRIPTION

Job Title	Prospect Development Manager		
Reports to	Senior Prospect Development Manager		
Department	Advancement - Operations		
Job Family	Business Services	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.

We believe passionately in the importance of Diversity, Inclusion and Belonging and strive to ensure that our students, faculty and staff reflect the rich diversity of our home city; London.

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 four teams: Alumni Engagement, Philanthropy, Campaign and Operations & Donor Relations teams under the leadership of the Associate Dean, Advancement.

The alumni community links more than 50,000 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 Council reflects the geographical diversity of alumni as well as a range of the School's programmes and different generations of alumni.

The Operations and Donor Relations Team enables activity across the department by providing planning, project management, financial administration, Prospect Research, data and intelligence, and donor relations services.

The Philanthropy 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 launched our next school-wide fundraising campaign ***Forever Forward***, two years ago aiming to raise £200m in support of our world-class faculty, research, learning facilities and student scholarships.

Job Purpose

The Prospect Development team plays a key role in supporting the School's ambitious [*Forever // Forward*](#) campaign. Working with the Senior Prospect Development Manager 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 with minimum supervision in a fast-paced and dynamic environment to deliver key insight into alumni and supporters.

The postholder will drive activity for the School's ambitious *Forever // Forward* campaign by working in partnership with our Philanthropy team to identify, validate and build intelligence on potential major gift and principal gift donors to the School. They will lead on prospect development activities for our Philanthropy team, researching and providing strategic information on prospects, advising on how to engage prospects, consulting as an expert on portfolio management processes and ensuring the long-term success of our fundraising through innovative prospect identification. In addition, the postholder will be responsible for leading Advancement's Due Diligence and gift acceptance process.

Key Areas of accountability and Key Performance Indicators (KPIs)

Delivery and Support

- Be the central point of contact and expertise for the Philanthropy team on portfolio management.
- Support the Senior Prospect Development Manager in the development of strategy for Prospect Development, actively monitor portfolio levels and prioritise strongest prospects to ensure the effective and timely allocation and movement of major gift prospects.
- Work with the Senior Prospect Development Manager to shape Due Diligence strategies to support Advancement's strategic priorities.
- Lead Advancement's Due Diligence process to ensure that prospects fully comply with our Gift Acceptance policy through proactive (for example annual Sanctions Check exercise) and reactive risk checks and monitoring.
- Responsible for overseeing the schedule of regular monthly Portfolio and Income Review meetings.

- Actively participate in and contribute to team and prospect discussion meetings to provide insight, spot opportunities and risks.
- Act as a coach and mentor to Prospect Development Officer, by sharing skills, knowledge and experience to help them develop and grow.
- Advocate best practice in the recording and processing of prospect data on Advancement's database Raiser's Edge to ensure our data is accurate, up-to-date and in compliance with data protection legislation and GDPR.
- Regularly network with sector peers to share best practice and generate insight on the latest developments in prospect research.

Analysis and Reporting

- Undertake research on individuals, corporations and charitable trusts using a variety of publicly available 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.
- 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, faculty and Governing Body).
- Provide detailed Due Diligence reports to support significant philanthropic solicitations.
- Work with the Data team in the development and implementation of data analytics to identify new prospective donors, and provide clear, easy-to-use reporting across Advancement.
- Undertake the analysis and assessment of capacity ratings, affinity and propensity to assist with strategy, planning and prioritisation of prospects.
- Work with Raisers' Edge, our CRM database and PowerBI tool 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.

Compliance

- Champion best practice in the recording and processing of prospect data on Advancement's database Raiser's Edge to ensure our data is accurate, up-to-date and in compliance with data protection legislation and GDPR.
- Act as a dedicated point of contact and an advisor to colleagues on all matters regarding data protection and compliance.

Collaboration

- Partner with Major Gifts fundraisers (5 in total) to manage their prospect portfolios and provide them with professional or technical advice, sharing expertise and intelligence to support effective decision-making.
- Partner and build strong relationships within Advancement and across the School to enable cross department working and to raise the team's profile.

Project Management

- Support the Senior Prospect Development Manager in planning and delivery of projects to identify new major gift prospects to help the team build a sustainable prospect pipeline.
- Provide ad hoc support on defined projects, for example, Faculty-specific requests, WEF conference, speaker/panel member recommendations, Fellowship recommendations, and external benchmarking.

Process Improvement

- Proactively review prospect development business processes in own areas of specialism 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 the Prospect Development team and others within and beyond the 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.
- Contributions to process reviews and operational improvements.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience, preferably within the higher education, fundraising or charity sector.
- Strong oral and written communication skills and the ability to address a variety of stakeholders.
- Proactive approach to relationship development and ability to work collaboratively.
- Experience of using Raiser's Edge database or other CRM database.
- Strong IT and data analysis skills, including Microsoft Office.
- Excellent research, analytic and problem-solving skills.
- Experience of software related to prospect research.
- Strong time management skills with the ability to organise and prioritise.
- Experience establishing capacity and/or inclination ratings.
- Working knowledge of policies, regulations and legislation in area of specialism (GDPR, DPA).

Resources including team management

N/A

Staff	N/A
Budgets	N/A
Date Updated	August 2024