

# JOB DESCRIPTION

<b>Job Title</b>	<b>Development Manager, Trusts and Foundations</b>		
<b>Reports to</b>	<b>Senior Development Lead</b>		
<b>Department</b>	<b>Advancement</b>		
<b>Job Family</b>	<b>Relationship</b>	<b>Level</b>	<b>3</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. Through this activity you have the opportunity to truly see the impact of your work and how you can directly enhance and support the success of LBS.

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 are now preparing to launch our next school-wide fundraising campaign, with an aim of raising significant levels of income in support of our world-class faculty, research, learning facilities and diverse student community.

Following a strategic realignment in 2019, the Giving Team - part of the wider Advancement team – was established. Securing income from individuals and

corporate partners at a range of levels, the Giving teams aim is to ensure long-term, sustainable funding at LBS, by building strong and lasting relationships with our students, alumni and external donors. We are now expanding this to include Trust and Foundations, so this is a new post at LBS and will be instrumental in delivering LBS' upcoming Campaign, by strategically aiding in our income diversification. This is a unique opportunity to join a high performing team and leave your mark on a world leading institution, by establishing income from Trusts and Foundations as a key revenue stream for LBS.

The teams that make up Advancement at LBS are; Operations & Donor Relations, Alumni Engagement, and Giving. The Giving team is responsible for securing principal and major gifts, as well as generating multi-year pledges through a Leadership Annual Giving (£1k-£10k) and Annual Giving programmes.

## Job Purpose

This role within the Giving Team and will complement an already highly motivated and successful group of fundraisers. The primary objectives of this role are to:

- Manage and develop a portfolio of Trust and Foundation prospects in order to deliver significant major gifts (£10k-£1m per annum) in support of the School's strategic priorities.
- Oversee and develop a portfolio of 100+ Trusts and Foundations, from organisations that we have an existing relationship with, and working to build relationships with those we don't.
- Writing and developing applications and proposals to relevant Trusts and Foundations.
- Writing and establishing robust reporting on these gifts.
- Work with key stakeholders across the School to leverage networks and connections that would aid developing relationships with Trusts and Foundations.
- Support the Director of Giving and Campaigns Director to identify key prospects with the capacity and propensity to support London Business School's future fundraising campaign.
- Proactively work with the Prospect Research team to identify new relevant Trusts and Foundations for LBS, from existing donor contacts and networks as well as exploring other prospect development opportunities both within the School and through external sources.
- Utilise and attend school / institute events and develop contact networks of Faculty and LBS leadership to identify and cultivate senior level prospects as future supporters.

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

### Key areas of accountability:

#### **Relationship Management and Fundraising**

- Build and develop lasting relationships with current and prospective supporters, to meet agreed revenue targets (approx. £300k after 12-18months in post) and establish opportunities for multi-year income generation in unrestricted and restricted funds.

- Develop and manage a portfolio of approximately 100 Trusts and Foundations and to regularly and strategically review progress with their line manager.
- Carefully track progress of prospects through the cultivation cycle with robust and measurable KPI's.
- Work with Prospect Research team and colleagues across Giving to identify new prospects through existing supporter contact networks.

### **Strategy and Planning**

- Reflecting on professional experience and working with Prospect Research team, develop tailored and creative approach to portfolio management and develop tactical engagement plans to maximise income, and innovative approaches to Trust and Foundations.
- Ensure that portfolio strategy is aligned to the Giving and wider departmental and School strategy and goals.
- In support of the Director of Giving, provide timely and accurate income and progress reports, including income forecasts, prospect plans and pipeline updates.
- Working with their line manager and colleagues across Advancement, devise annual and multi-year income targets and activity plans.
- Working with the Campaign Director, contribute to the planning process for the next fundraising campaign.

### **Collaboration and Stakeholder Management**

- Work closely with colleagues from across the Giving team and Research Team to identify new prospects through the contact networks of our existing supporters and alumni.
- Regularly liaise with Senior Stewardship Manager and Donor Relations team to ensure delivery of seamless stewardship and reporting for existing Trust and Foundation donors.
- Work closely with the Donors Relations and Campaign team colleagues to utilise existing collateral and proposal templates in order to develop highly professional funding applications and updates to prospective supporters.
- Frequent communication with Prospect Research team to ensure prospect pipelines and moves management processes are up to date and new prospective funders are identified.
- Represent the team to colleagues, stakeholders and cross-School groups as necessary, enabling cross-department working, spotting and initiating opportunities to collaborate and develop relationships.
- Build a network of stakeholders across the School including Marketing, Communications, Faculty, Degree and Executive Education, to facilitate improved communication and maintain knowledge of opportunities with clients and stakeholders across the School.
- Represent School Leadership and senior level LBS at external events and conferences, where required.

### **Miscellaneous**

- To follow procedures and protocol with systems and administrative actions including accurate and frequent database usage and reporting (Raiser's Edge).

- Any other appropriate duties as assigned by the Senior Development Lead .

### **Knowledge, Qualifications and Skills Required**

- Demonstrable experience in the Trust and Foundation sector and ideally within a Higher-education context.
- Experience working with Corporate Trusts.
- Experience in securing grants of six-figures.
- Experience of growing and cultivating new business within the Trust and Foundation sector.
- Experience of writing successful development or funding applications and reports.
- Experience / knowledge of fundraising outside of UK (desirable).
- Bachelor's degree or equivalent experience.
- Outstanding written and verbal communicating and influencing skills, with the ability to negotiate, collaborate and influence internal/external stakeholders.
- The ability to translate complex information into compelling narrative form.
- Excellent organisational skills and the ability to manage a large and diverse portfolio.
- Self-motivated, target driven with the ability to priorities work and adhere to deadlines.
- A committed team player who enjoys working collaboratively and sharing / taking on board new ideas.
- Thorough knowledge of MS Office packages and a good understanding of databases systems including Raisers Edge.

<b>Staff</b>	
<b>Budgets</b>	
<b>Date Updated</b>	21/01/2022