|  |  |
| --- | --- |
| Last updated: | 08/05/2023 |

**Please take a look at our** [**ODAR website**](https://talentedu.com/uos/odar/)where you will find more information on what it’s like to work in our team.

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Development Officer** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 3543 | | |
| School/Department: | Office of Development & Alumni Relations (ODAR) | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Development Manager | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

|  |
| --- |
| Job purpose |
| In accordance with the mission and values of the department and in support of the strategic aims of the University:  To work independently and as part of the Fundraising team to raise funds for University fundraising priority projects.  To build relationships with new, potential, and current donors to the University.  To manage a portfolio of prospects from across the University to ensure fundraising plans and activities are aligned with the University’s overall strategic plans.  To encourage and facilitate alumni participation and engagement activities with the University, through fostering strong links with colleagues across the Office of Development and Alumni Relations team and the wider University.  With guidance from the Development Manager and working with academic colleagues, to contribute to the development of the Campaign for Southampton, our upcoming fundraising campaign. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
| 1. | **Fundraising**  With strategic guidance from the Development Manager, engage with prospects and donors to raise philanthropic income in the form of ‘special gifts’ – donations ranging from £1,000 to £25,000, with a strong focus on £10,000 and upwards - to support strategic University fundraising priorities.  Achieve annual fundraising targets including income raised and activity goals, in the form of face to face and virtual strategic meetings, with prospects and donors.  Contribute to the identification of potential donors and philanthropic funding sources and develop strategies to engage their support, using existing partners to generate new contacts.  Cultivate prospects by working closely with colleagues in ODAR and across the University to create engagement opportunities, such as by inviting prospects to University events, supply alumni profiles, lead student lectures, or hold workshops for example.   Build relationships with academic and faculty staff to ensure that donations raised are managed well and that donors receive appropriate and consistent reporting, recognition and acknowledgement.  Demonstrate initiative by organising and planning own work activities to contribute to ODAR and University objectives and to maintain and improve efficiency.  Collaborate with the Direct Marketing Fundraising team – responsible for ‘regular gifts’ from £1-£1,000 - to cultivate and upgrade donors giving at that level, to the special gifts level.  Develop a pipeline of future ‘major gift’ supporters – donors giving £25,000+ - by working with the Development Managers and Senior Development Managers on joint upgrade and gift strategies as and when appropriate.  Collaborate with Legacy fundraising colleagues to help facilitate conversations with prospects who might be interested in leaving a gift in their will.  Working with the Fundraising team, use specific knowledge of special gift level prospects and donors to influence strategies to engage potential supporters of the Campaign for Southampton. | 80% |
| 2. | **Alumni Relations**  With strategic guidance from the Development Manager and colleagues in Alumni and Supporter Engagement, identify opportunities for alumni prospects and donors to maximise levels of alumni engagement for the University as part of cultivation plans for donor relationships.  Through fundraising activity, gather critical data about our alumni community to enable better understanding of the optimum ways of communicating to and engaging with our alumni, and locating “lost” alumni. Oversee the circulation of information and findings about alumni to ensure awareness of key issues and data for the wider department, as required. | 10% |
| 3. | **Peer interaction**  Maintain links with other universities, ensuring continued acquisition of specialist and current knowledge.  Represent the University and ODAR both internally and externally.  Maintain professional links with peer institutions, Special Gifts Network and CASE, participating with events and other networking opportunities as appropriate. | 5 % |
| 4. | **Additional duties**  Any other duties as allocated by the line manager and the Senior Management Team (SMT) following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Director, ODAR Senior Management Team, line manager and colleagues within Development & Alumni Relations.  President and Vice-Chancellor, Senior Management, Faculties and Professional Services staff at all levels.  Donors and supporters of the University.  Alumni, parents or other relatives of former or current students, and other supporters of the University – many of whom hold senior influential positions.  Key decision-making and influential individuals with links to other individuals, charitable trusts, foundations and companies.  Current and prospective volunteers.  Internal and external suppliers. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Relevant NVQ3/HNC/A-level/City & Guilds or equivalent qualification OR relevant work experience.  Ability to establish and maintain positive relationships with a wide range of stakeholders.  Experience of working with senior individuals, both internal and external to utilise their contacts and networks.  Proven ability to develop profitable and sustained relationships with key individuals within a target driven environment to achieve desired outcomes.  Experience of working as an individual and as part of a team, helping to plan and deliver projects over a period of months or years. | Experience of developing strong relationships with, and ability to fundraise from, philanthropic donors.  Experience of working within the higher education and/or not-for profit sector. | Application and interview |
| Planning and organising | Highly developed organisational and administrative skills. Accuracy and attention to detail.  Able to operate independently when required and excellent at working to tight deadlines.  Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Able to recognise the impact of own activities on the workload of others.  Committed to meet and exceed personal and team targets.  Experience of identifying and maximising income generation opportunities where appropriate. |  | Application and interview |
| Problem solving and initiative | Experience of contributing innovative ideas to solve problems.  Experience of using judgement to find solutions to unexpected problems for which no standard procedures exist.  Able to address problems in pressurised, time restricted environments. |  | Application and interview |
| Management and teamwork | Able to identify and solve problems by applying initiative to tackle some situations in new ways and by developing improved work methods.  Experience of sharing best practice and encouragement of new ideas across teams and departments.  Self-motivated and enthusiastic yet a good team player, committed to the success of the department as a whole. |  | Application and interview |
| Communicating and influencing | Highly developed oral and written communication skills, including an excellent telephone manner, demonstrating professionalism and competency.  Able to absorb complicated information and relay the details clearly and effectively to donor/prospective donor audiences.  Experience of actively managing key accounts, able to elicit information to identify specific client partner/donor needs.  Able to effectively communicate changing priorities and service expectations amongst the support team.  Able to negotiate internally and externally on behalf of the University.  High level of integrity when dealing with sensitive information. | Experience of stewarding and cultivating relationships with donors. |  |
| Other skills and behaviours | Experience of demonstrating the behaviours and approach to work expected by the University’s Equality, Diversity and Inclusion strategy:  <https://www.southampton.ac.uk/diversity/our-commitment/index.page>  Experience of demonstrating an approach to work as detailed in the Southampton Behaviours:  <https://www.southampton.ac.uk/~assets/doc/hr/Southampton%20Behaviours.pdf> |  | Application and interview |
| Special requirements | There is a need for the post holder to be flexible to work outside normal hours, e.g.: weekends and evenings where necessary to support a range of activity and at peak times.  A willingness to travel is required as it will be necessary to fulfil the requirements of this role. |  | Application and interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | **x** |  |  |
| Lone working | **x** |  |  |
| ## Shift work/night work/on call duties |  |  |  |