|  |  |
| --- | --- |
| Last updated: | 23rd August 2023 |

**Please take a look at our** [**website**](https://talentedu.com/uos/odar/) **giving you information about working in ODAR.**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Senior Development Manager** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2473 | | |
| School/Department: | Office of Development & Alumni Relations (ODAR) | | |
| Faculty: | Engagement & Advancement | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| Posts responsible to: | Associate Director, Development | | |
| Posts responsible for: | Legacy Manager (Level 4) Gift of Sight Manager (Level 4)  Gift of Sight Assistant (Level 3) | | |
| Post base: | Office-based with some contact with public. | | |

|  |
| --- |
| Job purpose |
| Generate significant philanthropic income at principal (£1 million+) and higher-end major gift (£25k+) level, through high quality partnerships in support of University fundraising priorities.  Provide strategic direction for the Legacy Programme and line manage the Gift of Sight Manager and provide advice and guidance on the scope and focus of that activity.  Represent the Development team at a senior level internally and externally. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | **Fundraising**   * Use professional knowledge and experience in fundraising to actively manage a portfolio of prospective and existing principal and major gift donors. * Ensure frequent, proactive and reactive, personalised contact (email, telephone and face-to-face, for example) with prospective and current supporters, to initiate and build strong relationships to secure large donations (5,6 and 7 figures). Use fundraising expertise to research, write and present high quality proposals and other written communications required to cultivate donor partnerships. * Use specialist experience to find innovative solutions to resolve any problems experienced by the constituents you manage. * Plan and organise own activity whilst maximising the engagement and stewardship opportunities provided by other ODAR (and wider University) activity – e.g. events, communications, programmes. * Understand and use data insight to inform your strategy for cultivating individuals in your portfolio, forecast income and manage a pipeline of supporters in an efficient, impactful way. * Generate original, creative content and use in-depth knowledge and experience to develop and test robust cases for support and proposals, in consultation with academic and Professional Services colleagues. * Set, monitor and achieve monthly and annual targets on deliverable outcomes relating to strategic prospect contacts, solicitations and income generated, as agreed with the Associate Director of Development. * Devise, develop and deliver bespoke stewardship plans for donors within your portfolio, in consultation with the Donor Relations team. | 60% |
|  | **Strategic Management – resource and people management**   * Act as a senior member of ODAR, progressing team-wide strategic goals and supporting colleagues across the team. Deputise for leadership when required. * Provide strategic management and leadership for the Legacy programme, using experience and insight to further grow the number of intenders, pledgers and donors through a varied range of activity including Direct Mail, individual management and creative stewardship. * Provide strategic management for the Gift of Sight Manager, ensuring their work delivers against expected targets for income and outreach activity. * Play an active role in planning, preparation and delivery of the Campaign for Southampton. * Provide advice and guidance to University leadership and staff on major gift and legacy fundraising to develop cultivation and solicitation strategies for key prospects and donors, using specialist knowledge and experience to identify issues and trends which have a broad impact. * Provide regular progress reports as required to the senior management on team activity to support the successful attainment of fundraising and engagement objectives and ensure a transparent and accountable culture across all parts of the team. * Take an active role in planning resource and budget for this part of the team, providing timely, relevant management information to the Associate Director of Development. * Work across ODAR to ensure strong collaboration with colleagues in Alumni & Supporter Engagement and Development Services in support of our priorities as a team. | 30% |
|  | **Peer interaction**   * Ensure continued specialist and current knowledge in development and alumni relations with active connections to peers in the sector or other relevant industries. * Maintain professional links with peer institutions and CASE, regularly connecting with colleagues in the HE and charity sector (the latter specifically for Legacies) and making the most of networking and presentation opportunities to gather and share best practice. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
| --- |
| Director and staff within the Office of Development & Alumni Relations.  Vice-Chancellor, Senior Management, Deans of Faculty, Schools and Professional Services at all levels.  Donors and prospective supporters (including alumni) of the University.  University Council  Students of the University, particularly those impacted by our fundraising.  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, statutory funders and companies.  Current and prospective volunteers.  Internal and external suppliers. |

| Special Requirements |
| --- |
| Willing to work flexibly and travel as and when required. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification OR relevant work experience  Proven experience of developing partnerships and securing 5 and 6-figure income through direct fundraising or related industry experience.  Experience of managing multiple stakeholders to achieve project outcomes.  Able to apply experience and awareness of the principles and trends within fundraising and advancement. | Professional knowledge and experience in fundraising, particularly high-net worth partnerships with individuals and trusts and foundations.  Good knowledge of the University of Southampton, its structure and key personnel as well as working knowledge of the major research areas. Experience of having worked in an HE institution.  Proven project and/or people management skills.  Experience of managing significant change.  Able to demonstrate an awareness of the theory and practice of a fundraising and advancement.  Able to appreciate University priorities and to apply these in managing outcomes.  Experience of working in Legacy fundraising. | Application and interview |
| Planning and organising | Well organised and self-motivated.  Excellent at working to tight deadlines.  Able to independently organise own workload and prioritise multiple asks. | Able to plan and manage new projects or new activities, ensuring plans complement broader operational strategy. | Application and interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Able to recognise the impact of own activities on the workload of others. | Able to identify broad trends to assess deep-rooted and complex issues.  Able to apply originality in modifying existing approaches to solve problems. | Application and interview |
| Management and teamwork | Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.  Able to provide expert guidance and advice to colleagues to resolve complex problems.  Able to proactively work with colleagues in other work areas to achieve outcomes. |  | Application and interview |
| Communicating and influencing | Able to persuade and influence in order to foster and maintain quality relationships.  Outstanding written communication and excellent oral communication skills, demonstrating honesty and integrity in all interactions.  Able to develop understanding and achieve cooperation.  Able to offer appropriate proactive advice and guidance on specialist procedures, asserting authority as needed  Confident and experienced at face-to-face networking and able to engage in conversation about business priorities.  Able to deal with sensitive information with integrity and in a confidential manner.  Confident and concise at presenting information. | Able to resolve tensions and difficulties as they arise.  An articulate and confident manner, demonstrating sensitivity and diplomacy in order to work with colleagues and donors who are sensitive and/or highly enthused about philanthropic gifts. | Application and interview |
| Other skills and behaviours | Applied experience and good understanding of the importance of good data management, plus experience of recording and extracting data relating to core partnerships.  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> | Able to think creatively to find solutions to key issues of University importance. | Application and interview |
| Special requirements | Willing to work flexibly and travel as and when required. |  | 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 |  |  |  |