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| Last updated: | 5th January 2024 |

**JOB DESCRIPTION**

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| Post title: | **Development Manager - Trusts, Foundations and Corporates** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2473 | | |
| School/Department: | Office of Development and Alumni Relations (ODAR) | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Senior Development Manager | | |
| Posts responsible for: | None at this time | | |
| Post base: | Office-based with some public-facing interaction | | |

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| Job purpose |
| Using detailed knowledge of the University and its research strengths and fundraising priorities, engage and inspire trusts, foundations, organisations and corporations to advance the University’s mission through making Major (£25k+) philanthropic Gifts.  Make a substantial contribution to the achievement of targets for current fundraising priority projects and play a role in planning for the University’s next fundraising campaign. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Fundraising**  Use professional knowledge and experience in fundraising to actively manage a portfolio of existing/prospective major gift trusts, foundations and organisations with the intent to secure 5- and 6-figure level gifts.  Provide frequent, personalised contact (written funding applications, email, telephone and face to face meetings) to foster relationships with decision makers and influencers at major gift trusts, foundations and organisations to secure philanthropic income for University of Southampton fundraising priorities.  In consultation with your line manager, set and achieve goals for your portfolio, developing and implementing cultivation, solicitation and stewardship plans for each prospect, as required.  Work with academic and University leadership colleagues to provide current and prospective supporters with the appropriate information, updates and connections they require to develop a positive partnership with the University.  Focus specifically, but not exclusively, on fundraising for current priority projects, the Cancer Immunology Fund (cancer research), Ignite (widening participation), the Medical Innovation Fund (interdisciplinary research) and the Institute for Medical Innovation (capital), managing time and workload to support the achievement of annual fundraising objectives and targets for these funds.  Commission, provide briefings for and actively engage with relevant event and communication opportunities to support the creative engagement of your prospects and donors.  Work with the Donor Relations Team to ensure the good stewardship and recognition of donors in your portfolio, maximising all donor relations opportunities through strategic communications and events. Devise and develop bespoke stewardship plans for significant donors within your portfolio, in consultation with the Donor Relations Team.  Promote other areas of ODAR activity to current and prospective supporters, working closely with Direct Marketing Fundraising, Special Gifts and Volunteering.  Ensure professional and quality service standards are maintained within all areas of activity. | 65 % |
|  | **Development of Corporate Fundraising**  Use professional knowledge and experience to develop ODAR’s fundraising from corporate organisations.  Explore, with the support of the Prospect Development Team, the opportunity to build links with local and interested companies that may be in a position to support the University in line with their Corporate Social Responsibility (CSR) activities.  Develop relationships with key stakeholders within the University that may hold existing relationships with corporations for other reasons, ensuring a collaborative approach to their management and future fundraising approaches. | 15% |
|  | **Analysis, reporting and advice**  Working with Development Services colleagues, provide informed advice and analysis of information about prospects and donors, to support decision-making and business planning.  Maintain up-to-date information on all interactions and activities within the ODAR customer relationship management database. Utilise the database to effectively manage composition and progress of portfolio and attainment against personal KPIs.  Ensure the effective communication of information about University fundraising policies and practice between the academic/professional service areas you are supporting and ODAR. | 10 % |
|  | **Collaboration and communication**  Ensure effective communication, coordination and collaboration between Faculties and ODAR by acting as key liaison, where appropriate.  Serve as a strategic link between the Alumni and Supporter Engagement (ASE) Team and current and prospective supporters in your portfolio to encourage their wider engagement with the University.  Ensure continued specialist and current knowledge in development and alumni relations by attending relevant training. Maintain professional links with peer institutions and the Council for the Advancement and Support of Education (CASE) and other relevant sector bodies.  Participate in events and other networking opportunities as a presenter and trainer, sharing best practice through (inter)national activity.  Represent the University and ODAR both internally and externally. | 5 % |
|  | **Additional duties**  Act as lead for specialist projects, identified in-year, in support of Development Team, and wider ODAR, objectives.  Perform additional duties as requested or needed by the Associate Director of Fundraising. | 5 % |

| Internal and external relationships |
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| Director and staff within Office of Development & Alumni Relations.  Vice-Chancellor, Senior Management, Deans of Faculty, Schools and Professional Services at all levels.  Alumni and supporters of the University.  Key decision-making and influential individuals with links to other individuals, charitable trusts, foundations, lottery bidding and corporates.  Internal and External suppliers. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification OR relevant work experience.  Fundraising experience – direct knowledge and understanding of cultivating donors and asking them to support a cause.  Proven project and people management skills.  Able to apply experience and awareness of the principles and trends within fundraising and alumni relations. | Professional knowledge and applied experience in major gifts fundraising.  Experience of managing outcomes in fundraising.  Good knowledge of the University of Southampton, its structure and key personnel as well as working knowledge of the major research areas.  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. | Application and interview |
| Planning and organising | Well organised and self-motivated.  Excellent at working to tight deadlines and able to manage and prioritise a team’s activities. | 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 complex problems and to apply professional knowledge and experience to solve them.  Able to independently organise own workload and prioritise multiple asks.  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 creativity 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 and build effective teamwork.  Applied experience of, or the understanding and willingness to experience, supportive line-management, ensuring the wellbeing of colleagues as well as the achievement of outcomes and objectives.  Able to proactively work with colleagues in other work areas to achieve positive outcomes.  Able to proactively work with senior managers across the University to achieve key deliverables. | Able to manage team dynamics, ensuring any potential for conflict is managed effectively.  Able to foster positive relationships both within and outside the department.  Able to provide expert guidance and advice to colleagues to resolve complex problems.  Experience of inspiring and leading others to achieve in a target-driven environment.  Line management experience. | Application and interview |
| Communicating and influencing | Confident and experienced at face-to-face networking and able to engage in conversation about business priorities.  Outstanding written communication and good oral communication skills, demonstrating honesty and integrity in all interactions.  Highly developed interpersonal skills and ability to persuade and influence in order to foster and maintain relationships.  Able to deal with sensitive information with integrity and in a confidential manner. | Able to resolve tensions and difficulties as they arise.  Ability to establish and maintain positive relationships with a wide range of people, acting with high credibility at a senior level.  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.  Able to offer appropriate proactive advice on guidance on specialist procedures. | Application and interview |
| 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> | Able to think creatively to find solutions to key issues of University importance. | Application and interview |
| Special requirements | There is a need for the post holder to be flexible to work outside normal hours, eg: weekends and evenings, where necessary to support that 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?**

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| 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.

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| **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 |  |  |  |