

# Job Description

**Job title: Development Manager**

**Marketing and Communications Directorate, Department of Development & Alumni**

**Engagement Grade: G**

**Role profile: SMG2 Full time (37 hours per week),**

**Permanent**

|                                           | <b>Duties of the role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall purpose of the role</b>        | <p>The Department of Development &amp; Alumni Engagement (DAE) is situated within the Marketing and Communications Directorate.</p> <p>In the Department of DAE, we are focused on delivery of an exceptional alumni experience and we lead the university's fundraising activities. We are committed to maximising our local and global impact to ensure that our work benefits our alumni, students, staff and communities.</p> <p>The Development Manager will report into the Associate Director of Development and Alumni Engagement and be part of the teams senior leadership team. The postholder will utilise their fundraising expertise, business acumen, negotiation skills and networks to undertake an influential and leading role in ensuring that the department's fundraising and partnerships strategies are delivered in a cohesive and collaborative manner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Main duties &amp; responsibilities</b> | <p>Lead on all aspects of fundraising whilst ensuring that this is in cohesion with other key areas for the department – the alumni experience, international and infrastructure. The highest quality standards of fundraising, in-kind support and income generation best practice will need to be developed and maintained.</p> <p>Hold personal responsibility for securing £300k in annual philanthropic income, while leading the team to achieve a minimum of £500k per year with an ambition to stretch performance toward £750k year-on-year</p> <p>Be an active member of the teams leadership team (LT), contributing to overall strategic planning and higher-level operations. This will include representing and deputising for LT colleagues as required.</p> <p>Demonstrate strong leadership skills as we grow our emerging fundraising team. This will include team building providing support, training, development, and performance management against targets.</p> <p>Monitor and plan spend and income through effective budget management, forward planning, concise reporting and ensuring ethical approaches and legal and governance requirements are adhered to at all times.</p> <p>Collaborate with internal stakeholders in directorates and faculties to ensure we are engaging with students, staff (academic and professional services, researchers etc.) in co-delivering our respective objectives.</p> <p>Proactively ensure that all systems and procedures are effective, legal and ethical and adhere to codes of fundraising practice. Ensure that we have followed the required due diligence and do not place the department's service delivery at risk in any way.</p> |

## Duties of the role

Identify areas where fundraising performance can be improved and develop and implement performance improvement plans accordingly ensuring that the alumni experience, civic engagement and return on investment are maximised.

Ensure senior stakeholders are able to access regular updates and reporting on fundraising alongside providing guidance and advice on sector best practice, risks, recommendations and developments.

Embed an institutional approach to identify relationship managers who will strategically develop relationships with individuals and entities capable and interested in making a financial contribution to, and/or partnering with the university.

Identify potential donors to the university including organisations from different sectors, charitable trusts, corporate and individuals, facilitating the solicitation of major gifts and fully supporting senior members of University staff involved in high-level face-to-face fundraising.

Actively engage with all our alumni to explore development and fundraising opportunities.

Traveling to meet with prospects and donors and representing the University at events as required.

Effectively and efficiently record all interactions and developments with prospects and donors on the Raiser's Edge Nxt database.

Develop, and enhance a programme of philanthropic engagement, forecasting and tracking progress towards achievements of goal

Monitor the effectiveness, quality and value of the department's fundraising programme across a range of key performance indicators and targets and provide regular performance reporting.

Take responsibility for ensuring that the university's strategic equality plans are in place and provide regular reports on progress.

Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

# Person Specification

**Job title: Development and Fundraising Manager**

**Directorate of Social Impact & Engagement, Department of Development & Alumni Engagement**

**Grade: G**

**Role profile: SMG2**

**Full time (37 hours per week), Permanent**

| Area of responsibility                                                    | Requirements                                                                                                                                                    | Essential or desirable |           | *Method of assessment |   |   |   |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------|-----------------------|---|---|---|
|                                                                           |                                                                                                                                                                 |                        |           | A                     | I | T | D |
| <b>Qualifications and Training</b>                                        | First degree in relevant subject area or substantial fundraising experience with a significant track record of securing funding from a range of sources         | Essential              |           | X                     | X |   |   |
|                                                                           | Professional qualification in fundraising or relevant field                                                                                                     |                        | Desirable | X                     |   |   | X |
| <b>Previous Work Experience</b>                                           | Experience of working in higher education, ideally within development and alumni relations                                                                      |                        | Desirable | X                     | X |   |   |
|                                                                           | Experience of generating income, in-kind support and fundraising through bids, fundraising and partnerships                                                     | Essential              |           | X                     | X |   |   |
|                                                                           | Excellent verbal and written communication skills, including the ability to produce compelling proposals and applications for funding                           | Essential              |           | X                     | X |   |   |
|                                                                           | Ability to manage budgets and income effectively, including forward planning, monitoring and reporting                                                          | Essential              |           | X                     | X |   |   |
|                                                                           | Experience of working across complex organisations and dealing with diverse stakeholders                                                                        | Essential              |           | X                     | X |   |   |
|                                                                           | International fundraising or business development experience                                                                                                    |                        | Desirable | X                     | X |   |   |
|                                                                           | Experience of working at senior management level on a team and individual basis                                                                                 | Essential              |           | X                     | X |   |   |
|                                                                           | Ability to demonstrate leadership in delivering income targets and managing the end to end process                                                              | Essential              |           | X                     | X |   |   |
| <b>Specific Knowledge/ Skill/Abilities/ Motivation/ Attitude Required</b> | Ability to nurture and maintain effective relationships with influential internal and external stakeholders and partners to meet local and strategic objectives | Essential              |           | X                     | X |   |   |
|                                                                           | Experience of building and leading a team                                                                                                                       | Essential              |           | X                     | X |   |   |
|                                                                           | A commitment to and awareness of equality and diversity principles, to ensure they are embedded within working practices.                                       | Essential              |           | X                     | X |   |   |

| Area of responsibility         | Requirements                                                                                                                       | Essential or desirable | *Method of assessment |   |   |   |  |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|---|---|---|--|
|                                |                                                                                                                                    |                        | A                     | I | T | D |  |
|                                | A commitment to and experience of civic engagement and working with disadvantaged communities                                      | Essential              |                       | X | X |   |  |
|                                | Experience of working on fundraising campaigns and driving engagement                                                              |                        | Desirable             | X | X |   |  |
|                                | Experience of working to GDPR regulations                                                                                          | Essential              |                       | X | X |   |  |
|                                | Highly effective influencing, networking and negotiation skills                                                                    | Essential              |                       | X | X |   |  |
|                                | Demonstrable ability to organise workload and resource and planning skills to ensure deadlines and standards are consistently met. | Essential              |                       | X | X |   |  |
|                                | Experience working with IT systems relating to fundraising and overall high competency with Microsoft Office applications.         | Essential              |                       | X | X |   |  |
|                                | Ability to adapt to change in fast paced environments and lead teams in a calm, supportive and competent manner.                   | Essential              |                       | X | X |   |  |
| <b>Additional Requirements</b> | Committed to delivering service excellence and continuous improvement                                                              | Essential              |                       | X | X |   |  |
|                                | Able to flexibly and sometimes out of "standard" hours as and when required                                                        | Essential              |                       | X | X |   |  |
|                                | Ability to undertake UK and international travel as and when required                                                              | Essential              |                       | X | X |   |  |
|                                | Ability to work in sensitive environment where confidentiality is paramount                                                        | Essential              |                       | X | X |   |  |

**\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence**