

OUR REWARD PRACTICES/ JOB DESCRIPTION:

Senior Development Officer, Major Gifts

Generic role title:	Senior Development Officer
Job family:	Administration, Professional & Managerial
Reference number:	CSF-035-19
Grade:	Grade 7
Salary Scale:	£34,189-£39,609 <i>per annum</i>
Contract:	Fixed term for two years Full time
School/Department:	Development Office
Location:	University of Kent, Canterbury campus
Line manager:	Development Manager or their nominee
Immediate line reports:	n/a
Anticipated start date:	TBC

Job purpose

The Senior Development Officer will actively seek major donations (£10,000+) for all University fundraising campaigns with a particular emphasis on the £30million campaign for the new Kent and Medway Medical School (KMMS).

The University of Kent in collaboration with Canterbury Christ Church University is establishing KMMS which will be the county's first ever medical school and an essential part of the solution for recruiting and retaining medical professionals for the region. It will provide the education and training of new doctors in partnership with regional and national NHS partners and clinicians and will admit its first 100 undergraduate students in 2020. We are seeking philanthropic support for a variety of areas including widening participation bursaries, capital costs, equipment, library facilities and professorial chairs.

The post-holder will work closely with senior members of the University to bring prospective donors to the point where they can be asked for philanthropic support. They will personally solicit and close major gifts primarily from High Net Worth Individuals (HNWIs) (based in the UK and potentially internationally) but also from trusts and foundations and corporates where appropriate and will deliver on agreed targets for philanthropic income, securing five figure gifts and over.



Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

1.	Manage a portfolio of around 100-150 high level prospects (HNWIs, trusts and foundations and corporates) and be responsible for their cultivation, solicitation and stewardship to develop significant philanthropic relationships and secure major gifts (five figures and above) for KMMS and other projects as agreed.	Frequency
		Daily
Example duties:		
1.1	Implement donor-specific strategies for cultivation, solicitation and stewardship. Prepare and deliver bespoke proposals for potential donors, ensuring that they are both high quality and effective.	
1.2	Plan, implement and secure major gifts in support of the strategic priorities of KMMS as defined by the strategy, in accordance with targets agreed by the Development Manager.	
1.3	Undertake regular, highly personalised contact with current and prospective volunteers (who are likely themselves to be influential individuals) to take forward relationships with prospective donors in order to close major gifts, predominantly at the five to six figure level, for the University.	
1.4	Review their prospect portfolio regularly with the Development Manager and Senior Prospect Research and Management Officer to plan and prioritise approaches and identify further potential supporters.	
2.	Meet agreed financial targets in consultation with the Development Manager to ensure support for the Kent and Medway Medical School is maximised.	Frequency
		Monthly
Example duties:		
2.1	Work to agreed fundraising and engagement targets in consultation with the Development Manager by personally closing major gifts predominantly within the five to six figure region or above.	
2.2	Ensure that gifts received are used at the University in accordance with the donor's wishes, which may involve liaison with Finance and other University departments, and that donors receive appropriate feedback and updates on the use and impact of their gifts.	
3.	Play a key role in setting the standards in order to develop a culture of philanthropy at the University, whilst adhering to legislation, regulation and best practice.	Frequency
		Monthly
Example duties:		
3.1	Ensure that gifts are solicited and accepted in line with the University's Gift Acceptance and ethical policies.	

3.2	Promote the University's fundraising strategy and work in a collaborative and collegial manner across the University to ensure its success and disseminate the University's fundraising policies and procedures across the University as appropriate.	
3.3	Work strategically with other team members to ensure that philanthropic income to the University rises in a steady and sustainable manner year on year through the successful acquisition of new gifts.	
3.4	Update NXT (the Raiser's Edge) with an accurate record of all development strategy and activity for which the post holder is responsible whilst adhering to GDPR guidelines. Keep abreast of best practice in major gifts fundraising and propose ways to improve the effectiveness of fundraising at the University.	
4.	Contribute to the strategic planning, implementation and promotion of the University's institutional fundraising campaign to ensure the University meets its targets.	<i>Frequency</i>
		Monthly
Example duties:		
4.1	Have an understanding of academically complex projects and the ability to explain and promote them to potential donors in a way that is easy to understand.	
4.2	Provide accurate and timely reports on fundraising activity to the Development Manager; Head of Strategic Relationships, Lead for Fundraising & Development, Kent & Medway Medical School; Director of Development, Development Office and other stakeholders as required.	
4.3	Collaborate with other project teams to produce communications which highlight the impact of philanthropy across the University and encourage increased donor engagement.	
4.4	Ensure appropriate liaison with Research Services, Kent Innovation and Enterprise and Schools with industry contacts.	

All members of the Department are expected to become part of the enlarged Congregations team for a week in July and November, reporting to the Head of Corporate Events.

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: Director of Development and wider Development Office; academic and non-academic members of staff including Deans, Heads of Departments, Research Services, Careers & Employability Service, and Kent Innovation and Enterprise.

External: Prospective and current donors, alumni and friends of the University, Foundation Campaign Board Members (KMMS).

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Degree or equivalent experience	✓		A
University of Kent graduate		✓	A
Professional fundraising qualification or commitment to CPD		✓	A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Significant fundraising experience and proven track record of securing philanthropic income at the five figure level and above.	✓		A, I
Demonstrated success in managing High Net Worth Individuals and a complex donor portfolio. (Knowledge of fundraising through trusts and foundations and corporates would also be beneficial).	✓		A, I
An understanding of, and commitment to, the Case for Support for the Kent and Medway Medical School.	✓		I
Understanding of current issues in higher education, including student finances and funding.		✓	I
Knowledge of prospect research, prospect management and solicitation planning.	✓		A, I
Understanding of Gift Aid and other relevant forms of tax-efficient giving.	✓		I
Excellent IT skills and confidence in using contact databases (experience in using Raiser's Edge (NXT) software would be beneficial).	✓		A, I
Understanding of data protection principles and charity legislation and the ability to handle confidential information with discretion.	✓		A, I

Outstanding communication skills, both written and verbal, with a track record of communicating complex information to a variety of audiences.	✓		A,I
Excellent organisational skills and the ability to plan and organise own workload whilst taking account of conflicting demands.	✓		A,I
Ability to work as part of a high- performing team and to build effective partnerships with a wide range of colleagues and stakeholders.	✓		A,I
Meticulous attention to detail.	✓		A

Additional attributes	Essential	Desirable	Assessed via*
Willingness to travel in the UK (and overseas from time to time).	✓		I
Flexibility with respect to variable working hours including some evenings and weekends.	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview