

Individual Giving Manager

Department	Alumni and Development (www.strath.ac.uk/alumni/)		
Directorate	Marketing And Development Services (www.strath.ac.uk/mds/)		
Staff Category	Administrative and Professional	Reference No	586090
Reports To	Individual Giving Manager	Grade:	8
Salary Range:	£45,585 - £51,283	Contract Type:	Open Contract
FTE	1.0 (35 hours/week)	Closing Date	04/03/2024

Job Advert

The Alumni & Development department would like to invite an experienced, senior fundraiser to join its successful and ambitious fundraising team as Individual Giving Manager. This is an exciting time to be joining the University as it celebrates its 60th anniversary year in 2024. This is an established role within the team and its primary role is to support student scholarships and student led activities. It is responsible for the strategic development of Strathclyde's regular giving programme (including a telethon; Giving Day and direct mail campaigns) and a popular scholarships programme. The role contributes to the advancement of the University's legacy and donor stewardship programmes. You will have line management responsibility (up to 4 staff) to support you in the development of these programmes. Ideally you will be a detail orientated project manager and someone who enjoys meeting new people, enabling you to conduct face to face meetings with potential major donors (often gifts of £5,000 - £25,000+).

Job Description

Brief Outline of Job:

- Responsible for the strategic development and delivery of the University's regular giving programmes, building income streams from alumni donors through telephone; online and postal appeals.
- Make donor approaches to mid-level and major donors (£5,000 - £25,000+) including alumni; individuals; companies and trusts & foundations in support of student scholarships and other priority student support projects
- Write compelling fundraising copy for both regular giving and major donor audiences, including marketing materials and detailed major gift funding proposals.
- Responsible for a £500k annual income target, raised from developing relationships with the University's scholarships and legacy supporters, securing on average 80 meetings per year with potential donors.
- Manage a variety of donor cultivation and donor stewardship events and participate in events and UK and international alumni activities.
- Support of the University's overall fundraising strategy, including its major campaigns.
- Manage and develop a small team of fundraising support staff (up to 4 staff) working across regular giving; scholarships and donor stewardship.
- Participate in the department's Management Team; Alumni Fund Board meetings and Development Advisory Group

Main Activities/Responsibilities:

1. Lead and manage the University's regular giving programmes, developing a strategy for the acquisition, upgrade and retention of donors, working closely with external suppliers and ensuring projects are delivered against fundraising targets, on time and within budget.

2.	Raise a minimum personal fundraising income target of £500k per annum, primarily from student scholarships donors and legacy donors and by supporting the University's major fundraising campaigns.
3.	Solicit and secure major gift support from a portfolio of current and potential major donors including alumni; individuals; trusts and foundations and corporate supporters, securing on average 80 donor meeting per annum.
4.	Negotiate formal gift agreements between the University and major donors, ensuring donors' wishes can be met and the University's responsibilities are clearly defined.
5.	Organise small, exclusive cultivation events for major donor support of scholarships and legacies.
6.	Manage and develop the Individual Giving fundraising team: Scholarships Officer; Alumni Fund Officer; Donor Stewardship Officer and a Development Assistant
7.	Working closely with the University's Student Experience and academic staff, develop compelling cases for support and proposals for major donors towards scholarships, widening access and student-led initiatives.
8.	Contribute to the strategic development of the donor stewardship programme for all donors to the University including the Alumni Fund and Major Gifts. This includes contributing to the gift acknowledgement process, developing and promoting key messages and organising events.
9.	Contribute to the strategic development of the legacy programme, supporting scholarship donors leaving a gift to the University in their will and liaising with the executors of donor estates.
10.	Maintaining a strong, collaborative relationship with the Head of Alumni & Development, deputising on fundraising when necessary. At all times, representing the A&D Office and the University in an exemplary, professional manner, both externally, and internally. Participating fully in the department, directorate and in the University, attending team meetings and contributing to strategic and project planning.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level with relevant extensive experience

Experience

E2 Experience of working within a fundraising environment for 3 years or more, ideally within Higher Education, with significant experience fundraising for regular giving programmes (by telephone, online and post) and some experience of major gifts fundraising.

E3 Experience of working within a major gift fundraising environment with the ability to successful ask and secure gifts of £25,000k+

E4 Demonstrable experience of working collaboratively with senior staff, including an organisation's leadership team, to develop and secure new major gift relationships.

E5 Experience of planning and delivering projects over a multi-year timeframe to a specified income target, including experience of complex budget management.

E6 Experience of managing and developing a small team of fundraising staff.

D1 Experience of interrogating and reporting from a client relationship database (ideally Raisers Edge)

Job Related Skills and Achievements

E7 Extensive knowledge of regular giving strategies, techniques and processes, focussing on the acquisition; retention and upgrading of supporters.

E8 Knowledge and experience of applying to and managing relationships with a variety of major donors (individuals, trusts and companies), negotiating complex gift proposals and agreements for 5 and 6 figure gifts.

E9 Knowledge and experience of event management and, in particular, in the development of small, exclusive cultivation events for donors and potential donors

Personal Attributes

E10 Strong interpersonal skills with an ability to make persuasive arguments concisely both verbally and in writing.

E11 Confident and innovative; able to generate significant fundraising ideas for innovation and change

E12 A proven ability to manage competing demands on workload and to work autonomously

Other Relevant Factors

E13 Knowledge of legal and regulatory requirements as they affect fundraising in the Higher Education sector, with the ability to advise on all aspects of fundraising best practice and policy.

E14 Willingness to travel, both in the UK and internationally, and to work some evenings/weekends

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Karen Boyle, Head of Alumni & Development (karen.boyle.100@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 19/03/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

