

Development Officer – Scholarships (Maternity Cover)

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	416296
Reports To	Individual Giving Manager	Grade:	7
Salary Range:	£33309 - £40927	Contract Type:	Fixed Term (12 months)
FTE	1 (35 hours/week)	Closing Date	31/01/2022

Job Advert

The Alumni and Development team at the University of Strathclyde seeks to appoint an experienced fundraiser to the post of Development Officer (Scholarships). This is a 12-month maternity cover contract where you will be responsible for an exciting and popular student scholarships programme. You will be heavily involved in account managing student scholarship support from our alumni, trusts and company supporters. This is an opportunity to progress your fundraising career in a Higher Education environment and to develop your fundraising skills.

Strathclyde is a socially progressive university and has a vision to widen access to university for talented students from all backgrounds, including those in financial need. If you are passionate about helping students, then you would have the opportunity to support our vision, by delivering a fundraising programme to increase the number of scholarships available to low income students.

Your day to day responsibilities include face-to-face fundraising meetings with donors and potential donors; organising cultivation events to develop relationships and working across the University with students, staff and our alumni and donors

The successful candidate will have some face to face fundraising experience and will be looking to take the next step in their career as a fundraising professional.

Job Description

Brief Outline of Job:

- Establish and deliver a programme of fundraising and donor engagement to raise philanthropic support for the University scholarship programme (gifts of £5,000+)
- Identify, build and develop relationships with potential donors through a series of face-to-face meetings and by organising fundraising events.
- Raise c£300k in scholarship funds over the year's contract
- Prepare and develop complex and detailed funding proposals for potential supporters. This could include alumni, corporate donors and trusts & foundations
- Secure and close funding opportunities by working closely with donors and colleagues.
- Prepare reports and steward existing donors to ensure ongoing engagement and support.
- Support the development of scholarship fundraising strategy and work with the Individual Giving Manager in this goal.

- Manage relationships with major scholarship partners. This includes creating funding proposals, producing reports, organising events, working with senior business figures and colleagues.
- Develop fundraising materials and collateral by producing engaging copy and case for support.

Main Activities/Responsibilities:

1.	Actively progress relationships with current and potential scholarship donors by managing a pool of 100+ contacts and reporting progress to the Individual Giving Manager.
2.	Conduct face-to-face meetings with alumni and other potential donors which result in 'asks' for gifts to the University at 5 and 6 figure gift levels (raising c£300k) from alumni, trusts and foundations, and corporate organisations.
3.	Support the development of the scholarship fundraising strategy and work closely with the Individual Giving Manager to deliver agreed goals and targets.
4.	Organise events (small dinners and meetings) to involve alumni and potential donors and to promote scholarship and widening access projects.
5.	Develop engaging copy, cases for support and promotional materials to support fundraising projects, liaising with A&D colleagues and the University's Communications team.
6.	Negotiate formal gift agreements between the University and major donors, ensuring donors' wishes can be met and the University's responsibilities are clearly defined and adhered to.
7.	Provide high quality stewardship to existing scholarship donors by preparing reports on the impact of their giving, and supporting opportunities to develop the relationship further.
8.	Manage partnerships with existing strategic corporate funders to support the delivery and development of the relationship.
9.	Represent the A&D Office and the University in a professional manner, both externally, and internally. Participating in the department, directorate and in the University, attending team meetings and contributing to planning.
10.	Any other duties as may be required and which are appropriate to the grade and role of the post holder.

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 or equivalent relevant experience.

Experience

E2 Substantial experience of fundraising experience and experience of securing 5 or 6 figure gifts through face-to-face fundraising.

D1 Experience of managing and developing corporate partnerships

D2 Experience of using a contact management database (e.g. The Raiser's Edge)

Job Related Skills and Achievements

E3 Extensive knowledge of fundraising techniques and processes, from the identification of prospects through to cultivation, solicitation and stewardship – ideally major giving

E4 Knowledge and experience of event management for a range of events varying from small exclusive events to 100+ larger scale events

E5 Experience of preparing and writing successful funding proposals

D3 Knowledge of charitable trust and foundations funding environment, and experience of making successful funding applications

Personal Attributes

E6 Self-motivated, confident, driven and enthusiastic; ability to manage competing demands and develop a fundraising programme

E7 Strong interpersonal skills with an ability to make persuasive arguments concisely both verbally and in writing.

E8 Creative and innovative; able to generate significant ideas for innovation and change

Other Relevant Factors

E9 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 Ms Karen Boyle, Head of Alumni and Development (email: 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](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 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 10/02/2022.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

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.

