

Development Manager (Campaigns)

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	191424
Reports To	Head of Department	Grade:	8
Salary Range:	£40,792 - £50,132	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	17 March 2019

Job Advert

Alumni & Development are seeking to appoint an experienced Development Manager to join their successful and established major gift fundraising team. You will be responsible for the strategic development of fundraising programmes for the University's four faculties – particularly for Engineering and Science. You will raise funds through the development of relationships with alumni, trusts and foundations and companies. You will conduct regular face-to-face meetings with potential donors, to cultivate and solicit major gifts (gifts of £25,000+) with a personal annual income target of at least £500,000. You will manage fundraising activities for capital appeals across the campus, preparing compelling, complex funding proposals, including the current priority capital appeal in Biomedical Engineering (£3M target with over 50% raised). You will be experienced in working with senior staff, in order to successfully identify, cultivate and steward major donors. You will be responsible for the line management of major gift fundraisers, including responsibility for a Development Officer fundraising for Science. You will also be part of the department's management team.

Job Description

Brief Outline of Job:

- Strategically developing fundraising relationships that lead to donor funding for the University's four faculties - particularly Engineering and Science – identifying, cultivating, soliciting and stewarding major donors.
- Conducting face to face fundraising meetings (c100 per annum) to secure major gifts (£25k+) from alumni, trusts and foundations and companies. Managing a personal income target of £500,000 per annum.
- Managing fundraising appeals for capital building projects, preparing compelling and complex proposals for donor funding. The current priority project is within the department of Biomedical Engineering (£3M target with over 50% raised).
- Acting as a single point of contact to assist and enable senior academic staff to attract and retain philanthropic support; advising on all aspects of fundraising policy and practice.
- Supporting the University's overall fundraising strategy, including the development of cases for support for its fundraising campaigns.
- Managing major gift fundraisers, including the Development Officer for Science, giving fundraising advice and strategic direction.
- A member of the Alumni & Development management team; deputising for the Head of Alumni & Development on major gift activities where necessary.

Main Activities/Responsibilities:

1.	Managing the major gift fundraising strategy – particularly for the faculties of Engineering and Science - conducting c100 face-to-face meetings per annum to secure major gifts (£25,000+) with a personal annual income target of £500,000.
2.	Leading fundraising appeals for capital building projects including the current priority project within the department of Biomedical Engineering (£3M target with over 50% raised)
3.	Line managing a major gift fundraising officers, including the Development Officer for Science, providing strategic direction and guidance on face to face fundraising asks, proposal writing and project management.
4.	Maintaining constructive working relationships with faculty staff, including Deans and Heads of Departments. Effectively manage the relationships between major donors and senior University stakeholders, which are often held at Principal and Executive Team level. This requires the ability to host meetings; conduct campus tours; draft detailed briefings and devise follow-up strategies.
5.	Negotiating complex, 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.
6.	Developing and implementing a bespoke stewardship programme for faculty donors (working closely with the Donor Relations Officer) to thank major donors and maintain long term relationships with donors.
7.	Organising and attending high profile cultivation events (dinners, lectures and meetings) in the UK and overseas to serve as vehicles to raise funds and to strengthen relationships with alumni and potential major donors.
8.	Maintaining a strong, collaborative relationship with the Head of Alumni & Development, deputising on all major gift activities; a proactive member of the Alumni & Development Management team and, where necessary, providing line management support for a small team of major gift fundraisers.
9.	At all times, representing the A&D Office and the University in an exemplary, professional manner, both externally, and internally. Participating in the department, directorate and in the University, attending appropriate team meetings and contributing to planning.
10.	Act as an advisor to all faculties on fundraising best practice and policy, where necessary devising new practices and policies for Campaign fundraising activities.

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

Experience

E2 At least 3 years work experience in a major gift fundraising environment (securing gifts of £25k+), ideally in a Higher Education setting and including significant experience of securing 5 and 6 figure gifts through face to face meetings

E3 Demonstrable experience of working collaboratively with senior staff, including an organisation's leadership team, to develop and secure new major gift relationships.

E4 Experience of planning and delivering projects over a multi-year timeframe to a specified income target, including experience of budget management

E5 Experience of managing and developing fundraising staff

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

Job Related Skills and Achievements

E6 Extensive knowledge of major gift fundraising strategy, techniques and processes, from the identification of prospects through to cultivation, soliciting, negotiating and stewarding gifts

E7 Knowledge and experience of applying to and managing relationships with major trusts and foundations (for 5, 6 and 7 figure gift applications) and of negotiating complex gift agreements

E8 Knowledge and experience of event management and, in particular, in the development of small, exclusive cultivation events for donors and potential donors

Personal Attributes

E9 Strong interpersonal skills with an ability to make persuasive arguments concisely both verbally and in writing

E10 Confident and innovative; able to generate significant fundraising ideas for innovation and change

E11 A proven ability to manage competing demands on workload and to work autonomously

Other Relevant Factors

E12 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

E13 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 before interview 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 Department (karen.boyle.100@strath.ac.uk).

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](#).

Conditions of Employment

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

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 25/03/2019.

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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

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.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised November 2017