**Development Officer (Scholarships)**

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| --- | --- | --- | --- |
| Choose/type an item or delete row | Alumni and Development (www.strath.ac.uk/alumni/) | | |
| Choose/type an item or delete row | Marketing And Development Services (www.strath.ac.uk/mds/) | | |
| Staff Category | Administrative and Professional | Reference No | ATA 29625 |
| Reports To | Individual Giving Manager | Grade | 7 |
| Salary Range | £36024 - £44263 | Contract Type | Fixed Term (12 months) |
| FTE | 1 | Closing Date | 01/08/2024 |
| Holidays | 31 days + 11 statutory days  Option to purchase additional holidays. | On Site Facilities | Car parking, sports centre, catering. |
| Pensions | Contributory pension scheme available to all staff including generous employer contribution. | | |
| Training | Professional Development with [Organisational and Staff Development Unit](http://www.strath.ac.uk/hr/learninganddevelopment/) (OSDU) plus external training if required. | | |
| Family Friendly Benefits | Generous parental leave provision, on-campus nursery and options for flexible working. | | |
| Health and Wellbeing | University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies. | | |

# Job Advert

Enter text of Job Advert here.

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 play a key role in the account management of 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 we aim to widen access to university for students from all backgrounds, including those in financial need. We are also a research intensive university, which makes and impact on society and our scholarships help us to attract the most talented research students. If you are passionate about helping students to succeed, then you will have the opportunity to support our vision and make an impact.**

**Your day to day responsibilities include face-to-face fundraising meetings with donors and potential donors; organising small cultivation events to develop donor relationships and working across the University with staff and students to deliver a variety of important scholarship programmes.**

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 in a supportive environment.

# 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 £6,000+ - £30,000)
* Identify, build and develop relationships with potential donors through face-to-face meetings and by organizing small, exclusive events (lunches, dinners and receptions).
* Aim to raise c£300k in scholarship funds over the year’s contract.
* Prepare funding proposals for potential supporters. Scholarships donors include alumni, corporate donors and trusts & foundations.
* Prepare reports and steward existing donors to ensure ongoing support.
* Support the development of scholarship fundraising strategy, working closely with the Individual Giving Manager.
* Manage relationships with major scholarship partners, working with senior colleagues from across the University in this goal. This includes creating funding proposals, producing annual reports and organising visit and events.
* Develop fundraising materials by producing engaging copy and cases for funding support.

## **Main Activities/Responsibilities**:

|  |  |
| --- | --- |
| 1. | Account manage and progress relationships with current and potential scholarship donors by managing a pool of 100+ contacts. |
| 2. | Conduct face-to-face meetings which result in asks for scholarship gifts to the University (raising c£300k in the year) from alumni, trusts and foundations, and corporate organisations. |
| 3. | Support the development of the scholarship fundraising strategy, working closely with the Individual Giving Manager to deliver agreed goals. |
| 4. | Organise events (small lunches, dinners, receptions and meetings) to involve alumni and potential donors and to promote scholarship support. |
| 5. | Develop engaging copy, cases for support and promotional materials to support fundraising projects, liaising with 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. |
| 7. | Provide high quality stewardship to existing scholarship donors by preparing reports on the impact of their giving. |
| 8. | Manage partnerships with existing strategic corporate funders to support the delivery and development of the donor 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

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| --- | --- | --- |
| Educational and/or Professional Qualifications  **(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)** | **Essential/ Desirable** | **Assessment Method** |
| Educated to degree level or equivalent relevant experience. | Essential | Application/CV |
| Experience |  |  |
| At least 2 years of fundraising experience and ideally experience of securing 5 or 6 figure gifts through face-to-face fundraising. | Essential | App/CV/ Interview |
| Experience of managing and developing corporate partnerships | Desirable | App/CV/ Interview |
| Experience of using a contact management database (e.g. The Raiser’s Edge) | Desirable | App/CV/ Interview |
| Job Related Skills and Achievements |  |  |
| Good knowledge of fundraising techniques and processes, from the identification of prospects through to cultivation, solicitation and stewardship – ideally major giving | Essential | App/CV/ Interview |
| Experience of event management for a range of events varying from small exclusive events to larger scale events | Essential | App/CV/ Interview |
| Experience of writing successful funding proposals | Essential | App/CV/ Interview |
| Knowledge of charitable trust and foundations funding environment, and experience of making successful funding applications | Desirable | App/CV/ Interview |
| Personal Attributes |  |  |
| Self-motivated, confident, driven and enthusiastic; ability to manage competing demands | Essential | App/CV/ Interview |
| Strong interpersonal skills with an ability to make persuasive arguments concisely both verbally and in writing. | Essential | App/CV/ Interview |
| Creative and innovative; able to generate significant ideas for innovation and change | Essential | App/CV/ Interview |
| Other Relevant Factors |  |  |
| Willingness to travel, both in the UK and internationally, and to work some evenings/weekends | Essential | Interview |

# Application Procedure

Select Application Procedure (HR use only)

# 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 Aileen McConnell, Individual Giving Manager (aileen.mcconnell@strath.ac.uk).

**Conditions of Employment**

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](http://www.strath.ac.uk/hr/careerpathways/informationtermsconditions/).

**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](https://www.strath.ac.uk/workwithus/vacancies/rewardsbenefits/).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

## 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 6 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](http://www.strath.ac.uk/finance/financialservices/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 20/08/2024.

## 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](https://www.strath.ac.uk/whystrathclyde/values/) have been derived from how we act and how we expect to be treated as part of Strathclyde.

