

*NOTE This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.*

**JOB TITLE:** *Development Officer (Major Gifts)*  
**LENGTH:** *18 Months, Fixed-Term*  
**REPORTS TO:** *Prospect Research & Donor Relations Manager*  
**DEPARTMENT:** *Marketing, Communications & Development*  
**GRADE:** *NG5*

**PURPOSE:**

This post is responsible for securing philanthropic income from the University's alumni and supporters to support the delivery of the University's new strategy and redevelopment of 29 Marylebone Road: The UK's most inclusive centre for collaborative enterprise and innovation. The post holder will develop relationships with predominantly high net worth individuals and will typically secure gifts in excess of £1,000 or more (per annum).

**PRINCIPAL ACCOUNTABILITIES:**

1. To deliver agreed annual philanthropic targets to fulfil the University's ambitions as expressed in the Case for Support
2. To build and develop strong relationships with prospects and donors to secure charitable income for the University (typically gifts of £1,000 or more per annum)
3. To establish a relationship with businesses and industry to build a partnership between corporate organisations and the university to support the delivery of programmes such as scholarships, hardship funds, prizes and Westminster Working Cultures.
4. To take personal responsibility in stewarding donors and increasing the number of active supporters within top two tiers of giving group structure
5. To proactively develop and manage a portfolio of prospective and existing donors
6. To ensure that funded projects are effectively recognised and celebrated through existing communication channels
7. To ensure that portfolio activity is maintained on the CRM system in an effective and efficient manner – and in line with department processes – to allow reporting at all stages of the cultivation lifecycle
8. To play an active role in the delivery of events across the broader Development and Alumni Relations teams' work to enhance alumni/supporter engagement and participation in the life of the university
9. To identify and articulate additional projects that are suitable for securing philanthropic income into the university and which are strategically aligned to the

institution's goals and values

10. To work with University academics and project leaders to develop projects which will support the institution to deliver its corporate aims and objectives
11. To implement best practice across Development & Fundraising's activities by keeping informed of new approaches within the sector and charitable giving in general
12. Be an ambassador for the Marketing, Communication and Development function, always working constructively, positively and collaboratively with colleagues and stakeholders, and to undertake any other duties as appropriate and as required by the Head of Development & Fundraising from time to time.

## **CONTEXT**

The primary purpose of the Development & Fundraising team is to secure philanthropic income to support the delivery of the University's new strategy and redevelopment of 29 Marylebone Road: The UK's most inclusive centre for collaborative enterprise and innovation.

The Development team forms part of the Marketing, Communications & Development function, The Development & Fundraising team will work closely alongside three other departments (Alumni; Short Courses and Corporate Partnerships) to deliver an integrated approach to the University's relationships with its key external stakeholders.

The Development team will work with the Alumni Relations team to "inspire and engage the University of Westminster's vibrant, global community of alumni and supporters to build lifelong and mutually beneficial relationships with the institution".

To have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

This post is all about relationship building and securing gifts to support the development of the University. The post holder will be expected to meet with alumni and supporters frequently (either virtually, on campus or at a location stated by the prospect).

This role will be expected to manage a varied workload with minimal direct supervision.

**PREPARED BY** Brett Fegan

**DATE** 19/12/2022

	<b><i>Essential Criteria</i></b>	<b><i>Desirable Criteria</i></b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a relevant professional body (e.g. CASE)</li> </ul>
<b>Training and Experience</b>	<ul style="list-style-type: none"> <li>• A successful and demonstrable track record in major gift fundraising</li> <li>• Advanced working knowledge of economic/social context and related challenges within the HE sector</li> <li>• Experience of working with CRM systems</li> <li>• Experience of handling confidential data with tact and discretion, with good practical knowledge of the Data Protection Act</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a Development and Alumni Relations/Advancement function within a UK HEI</li> <li>• Experience of working with corporates to secure philanthropic income</li> <li>• Experience of The Raiser's Edge</li> </ul>
<b>Aptitudes and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, networking and verbal communication skills and proven credibility in engaging senior internal and external stakeholders, clients and donors</li> <li>• MS Office proficiency and experience with Excel spreadsheets</li> <li>• Ability to work well under pressure and to successfully manage several projects simultaneously, to deadline</li> </ul>	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills and a successful track record in proposal writing</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable</li> </ul>	

	<ul style="list-style-type: none"> <li>• A proven record of working cooperatively and flexibly as part of a team</li> <li>• Commitment to the role of philanthropy within a University setting</li> <li>• Ability to work sensitively with a wide range of influential people</li> <li>• Ability to gain confidence, respect and co-operation of senior figures both within the organization and externally</li> <li>• Resilient and tenacious</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• The post holder will be expected to work unsocial hours on occasion</li> <li>• There may be elements of both national and international travel expected within the nature of the role</li> </ul>	