

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SERVICES
DEVELOPMENT AND ALUMNI RELATIONS
SENIOR DEVELOPMENT OFFICER- INTERNATIONAL
VACANCY REF: PSX-019881

Salary: Grade 7 £43,414 to £53,353 per annum, depending on relevant experience

Hours: Full Time

Duration: Permanent from 1 December 2022

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Sarah Jones

Email: sarah.jones-10@manchester.ac.uk

Overall purpose of the role:

The postholder will hold an international fundraising portfolio and will build relationships with existing and prospective donors, with a focus on North America. Working as part of the Division's global fundraising team, they will lead on the development of major gift proposals that support the objectives and values of the University. The post holder will deliver projects that have been identified as institutional priorities.

International travel will be required.

Background

We are preparing to launch our first ever major fundraising and engagement campaign while also preparing to mark our 200th anniversary in 2024.

At Manchester we don't just focus on what we're good at. We ask what we're good for.

Through our teaching we are educating a new kind of socially responsible graduate – tomorrow's thinkers, doers and leaders of a better world. Through our research we are addressing the most pressing global challenges with bold and brilliant solutions. Through innovation we are turning ideas into reality, creating the jobs and industries that will sustain us in

the future. And in the heart of the city and beyond, we are breaking down barriers to art, science and learning in order to build stronger, more resilient communities.

Manchester people are different. Not only do we share the values of integrity, being bold, being ambitious, and being collaborative, we also share a pioneering spirit and the courage to make a difference. If you have a fearless personality, boundless optimism and a desire to create a healthier, fairer and more sustainable world, we'd love to hear from you.

Key Responsibilities, Accountabilities and Duties:

The post holder will undertake a range of activities commensurate with the grading and responsibility of the post, which will include the following

- To have a broad understanding of different philanthropic markets, with a particular focus on North America - and a proven track record of planning, delivering and securing major gifts of six-figures and above.
- To work with colleagues across the division to develop and implement the international fundraising strategy for North America, in order to strengthen long-term relationships with supporters and deliver sustainable philanthropic income for the University.
- To manage a portfolio of donors and prospective donors, delivering gifts at a six-figure level and above, to agreed targets and performance metrics. Working with a team of experienced International Senior Development Officers, the post holder will play a critical role within the delivery of the University's major fundraising campaign. The post holder must be versatile and able to work closely with senior University leaders and, prominent public figures, major benefactors and senior volunteers.
- Prepare powerful case statements and gift proposals for prospective donors to the University, tailored to the specific interests of each donor, in a manner consistent with the University's wider fundraising programmes.
- Working closely with the Division's Trust and Foundation Officers to identify leading North American charitable trusts and foundations who have the capacity of making transformational gifts in support of the University's agreed priorities and to agree and execute engagement strategies with these leading trusts and foundations, using senior academics as appropriate.
- Working with DDAR colleagues to plan and execute visits to North America with senior leaders, academics, the Deputy Director, Global and Transformational Philanthropy and others, for the purposes of engaging with and securing significant gifts. The post-holder will brief and advise senior University figures as appropriate, and typically attend such meetings in a key facilitating role.
- Promotion of the interests of the University of Manchester in North America. Working closely with Deputy Directors of Fundraising, Head of Global Philanthropy and Senior Development Officer colleagues. The post-holder will engage and support the Philanthropic Board of the North American Foundation for the University of Manchester to develop and strengthen networks, agree priorities for fundraising and future growth.
- Demonstrate a full understanding of the University's responsibilities to its donors and uphold the University's policies of the acceptance of gifts and management of

benefactors. Liaising with the Donor Relations team to ensure effective donor stewardship strategies.

- Aligning philanthropic opportunities with activity delivered by the Global Alumni Volunteer and International Alumni Officers.
- To undertake national and international travel as required.
- To undertake other duties as may be required from time-to-time by the Head of Global Philanthropy.
- To provide regular communications and progress reports which will support future global fundraising opportunities.
- Actively contribute to the values culture of the University and the DDAR team within your working practice and relationships.

Person Specification

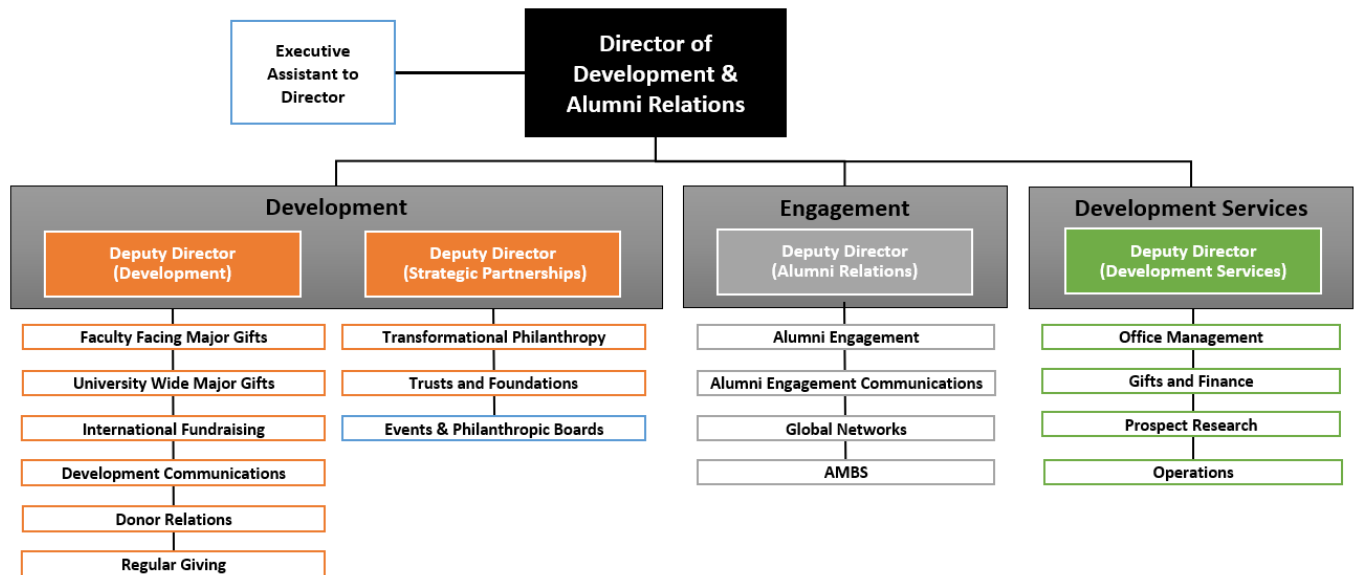
Essential Knowledge, Skills and Experience

- Experienced major gift fundraiser with a strong track record of building successful, life-long and sustainable supporter relationships, leading negotiations towards and securing gifts from individuals at a six-figure level.
- Evidence of developing and producing successful complex institutional philanthropic proposals and experience of writing compelling case for support materials across a broad range of fundraising themes, clearly and concisely to a lay audience.
- Enterprising, inclusive and collaborative – a powerful advocate for the positive impacts of philanthropy to help create a healthier, sustainable and fairer future.
- Experience of working in a team, whilst working towards personal targets in a large and complex environment. Bringing enthusiasm and energy and a proactive commitment to work.
- Evidence of effective representation of an organisation to a broad range of stakeholders, including national and international figures of affluence, influence and high-net-worth individuals.
- Sophisticated, considered networking skills with exceptional, mature and sensitive negotiation skills coupled with a persuasive and passionate communication style. Sound judgement to achieve immediate credibility and influence with high level donors, trustees, senior leaders and academics.
- Willingness to work outside of office hours.
- Demonstrates collaborative working, building productive relationships with colleagues and stakeholders.
- Results orientated, ambitious and seek continuous improvement. Ready to look for solutions and suggest ideas for improvements to procedure and working practice.

Desirable Knowledge, Skills, Experience and qualifications

- Knowledge and understanding of charitable giving in multiple international markets
- A high level of computer literacy.
- Experience of working with development boards and senior University stakeholders
- An understanding of tax efficient giving mechanisms, such as trusts, unincorporated associations and share giving.

Reporting Structure for the Role



About The University of Manchester

The University of Manchester is part of the prestigious Russell Group of universities, with outstanding facilities and the widest range of courses. Our University is highly respected as a centre of teaching excellence and innovative research.

Our vision is to be recognised globally for the excellence of our people, research, learning and innovation, and for the benefits we bring to society and the environment.

With 25 Nobel Prize winners among our current and former staff and students, we have a history of world firsts and brilliant discoveries, from splitting the atom to giving the world graphene. We're committed to world-class research, an outstanding learning and student experience, and social responsibility in everything we do.

The University of Manchester was the first and most eminent of the civic universities, furthering the frontiers of knowledge through research and teaching, but also contributing to the well-being of its region and society more widely.

You can read more about our University vision, values and strategic plan at www.manchester.ac.uk/discover/vision/

About the Division of Development and Alumni Relations

In the Division of Development and Alumni Relations, our aim is to help everyone connected to The University of Manchester to make a positive impact in the world. We help the brightest young people to fulfil their potential, regardless of their background. We help our researchers make new discoveries and breakthroughs to improve our world. We help alumni, donors and others to stay part of the Manchester story, wherever they might be.

The Division aims to provide an outstandingly communicative, engaging, stimulating and rewarding experience to donors and alumni who wish to play a partnership role in taking areas of shared interest forward. The University benefits from the interest and support of the UK's largest alumni community for a campus-based university, maintaining contact with over 500,000 alumni in over 190 countries.

Beyond philanthropy, we work with alumni volunteers who are engaged in programmes that bring current students and alumni together in order to enhance the student experience and take the University's commitment to Social Responsibility to new levels.

DDAR: Our Values



Working in Development and Alumni Relations at the University of Manchester is exciting, rewarding and fun. Our four values reflect who we are, how we do things, and what we want to achieve. Underpinning everything is our drive and commitment to make a positive impact and to make a difference.

As an equal opportunity employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from the Black, Asian and Minority Ethnic (BAME) community who are currently under-represented at this level in this area.

Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to equality of opportunity for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and a number of other practical considerations.