Philanthropy Manager (Maternity Cover)

Office of Philanthropic Partnerships and Alumni (OPPA), within External Relations

Closing date: 6 April 2018
Interview date: 1 May 2018
Vacancy reference: 6488
INTRODUCTION

The University of York is seeking a highly motivated individual with excellent communication skills, the ability to build strong relationships, passion and commitment to join the Office of Philanthropic Partnerships and Alumni (OPPA) as Philanthropy Manager.

OPPA works with academics across the University, the University board and donors to secure funding for innovative projects that tackle global challenges such as food sustainability, inequality and discrimination and scholarships that open up a new world of opportunity for our global student community.

As a member of the team, you will develop and lead the University’s fundraising from Individual Major Donors. You will be responsible for inspirational stories, bringing supporters closer to the organisation, and for promoting giving opportunities to a variety of different audiences – York graduates, retired and current staff and volunteers. Your voice will make an impact and champion philanthropy at York. This is an exciting time to join the University of York as we put in place an ambitious fundraising and volunteering programme in our Campaign for York.

In this varied role you will work closely with all members of the OPPA Team and with a broad range of colleagues, including academics, University board members and staff within departments, as well as senior alumni volunteers. Working within a small team you will have a high level of independence and authority and be expected to make a significant contribution to the team’s annual income targets. This role will suit an individual with fundraising experience who is looking to develop their career to the next level.
Main purpose of the role

The main purpose of this position is to inspire and encourage philanthropic income from major individual donors. You will work to build engagement and involvement of potential major donors to deliver significant philanthropic gifts to York’s Campaign priority projects.

You will work with academics and senior management to shape and develop projects that are at an early stage to ensure they become exciting opportunities for donor gifts and investment.

You will manage a portfolio of major donor prospects and have responsibility and accountability to key academic Departments.

The post holder will work to targets based on number of meetings and proposals or asks made. With the support of the departmental Data Researcher and Stewardship Officer, the Philanthropy Manager’s role is to ensure that all donors are taken through the stages of donor development – from research, meetings and cultivation, to asking for gifts, stewardship and donor progression.

Key responsibilities

In this role you will:

- Contribute to York’s Campaign planning and leadership, shaping and developing Campaign projects, contribute to overall Campaign strategy development and work with communications team members to ensure major donors and prospects receive appropriate and exciting communication materials.
- Manage a personal portfolio of major donors and prospects.
- Create inspiring funding proposals and bids in partnership with the appropriate academic department and in accordance with the Campaign for York priority projects.
- Cultivate potential donors by following up on leads from amongst the University’s community of alumni, staff, retired staff and friends
- Work to targets based on number of meetings per month, number of asks and gift income generated.
- Be the lead contact within OPPA for selected departments managing relationships with individual major donors, and other sources of philanthropic funding.
- Work with the team to support our cultivation events for senior alumni business leaders and potential donors and more widely to cultivate and steward key relationships at major University events
- Accurately record information and communications, enquiries, research, gifts and pledges in a timely fashion on our NXT database.

The above list of duties is not exhaustive and is subject to change. You may be required to undertake others duties within the scope and grading of the post.
# PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level or equivalent</td>
<td>Essential</td>
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<td>Professional fundraising qualification</td>
<td>Desirable</td>
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**Knowledge**

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<tr>
<td>Knowledge of Raiser’s Edge database or similar relationship management database</td>
<td>Desirable</td>
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<td>Knowledge of, or interest in, the UK Higher Education Sector</td>
<td>Essential</td>
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**Skills, abilities and competencies**

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<th>Essential / Desirable</th>
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<tr>
<td>Positive and pro-active approach to work</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills, including the ability to understand and effectively communicate complex ideas or projects to non-specialist audiences through a variety of audiences</td>
<td>Essential</td>
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<td>Excellent interpersonal skills, an ability to act with diplomacy, discretion, tact and persuasiveness</td>
<td>Essential</td>
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<td>Passion to engage and inspire donors, share stories and explain the difference their gift will make</td>
<td>Essential</td>
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<td>Creativity and imagination to share a future vision with a donor and to develop ideas and opportunities with donors and academics to a proposal stage and subsequently secure funding</td>
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<td>Ability to write in a clear and inspiring manner for brochures, publications and webpages</td>
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<td>Strong IT skills: including word processing, email, expertise in spreadsheets and use of CRM systems</td>
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<td>Good attention to detail and able to keep an eye on the larger picture</td>
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<td>An ability to work under pressure, to prioritise, to meet deadlines and use your initiative</td>
<td>Essential</td>
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<td>An ability to lead as well as be a valued team member, contributing to the success of the entire office</td>
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<td>An ability to focus on a task until its successful completion</td>
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**Experience**

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<td>Proven experience and proficiency at developing and maintaining a large number and wide range of relationships, both externally and internally. Ease at working with people and developing personable relationships across a variety of age ranges</td>
<td>Essential</td>
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<td>Experience of individual major gift fundraising, including a demonstrable track record of securing gifts at the five-figure level or more</td>
<td>Essential</td>
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<td>Experience of having fundraised within an educational context</td>
<td>Desirable</td>
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<td>At least 2-3 years' experience fundraising within one organisation</td>
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**Personal attributes**

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<td>Organised and flexible, able to prioritise effectively</td>
<td>Essential</td>
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<td>Flexibility with respect to variable working hours, including availability to travel throughout UK and perhaps internationally by private and public transport</td>
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<td>Highly motivated and able to work independently</td>
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<td>Motivation and potential to develop a successful career in University fundraising</td>
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THE DEPARTMENT

The Office of Philanthropic Partnerships and Alumni (OPPA) works with alumni and friends of the University. We help them to deepen their ties with York and each other, and encourage them to support students, research and the University through gifts of time and money. OPPA works with academics across the University, the University board and donors to secure funding for innovative projects that tackle global challenges such as food sustainability, inequality and discrimination, and scholarships that open up a new world of opportunity for our global student community.

The University are in the initial stage of planning a fundraising campaign that allows us to shape and articulate our philanthropic ambition and belief. It encompasses priorities laid out in the University Plan, and takes into account the wider HE context and key strategic drivers for the University of York in relation to building our global reputation, providing the best possible student experience, and building our financial resilience.

It is anticipated that the Campaign will be framed around three themes:

- Every student will shine
- Inspiring discoveries and innovation
- Reimagining our campus

Our priorities are for gifts towards capital development, research projects, enhancing the student experience, and scholarships.

Cash and pledged donations, as well as gifts of time, talent and expertise will be counted towards the Campaign total.

This position will suit an individual with a passion for higher education and belief in the transformational role of universities to society. You will require a genuine desire to collaborate and to work across functions and departments. You must possess an ability to think creatively and to work independently when required. You will bring passion, energy, drive and commitment to the role as we work towards ambitious targets and deliver a campaign for York.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6488
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 6 April 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Sarah Sylvester 01904 324555 or by email at sarah.sylvester@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835