Philanthropy Officer

External Relations

Closing date:  8 July 2018
Interview date: 31 July 2018
Vacancy reference: 6762
INTRODUCTION

Are you interested in developing a career in fundraising?

Are you able to co-ordinate a range of UK and international events to engage potential donors with our ambitious fundraising campaign?

Do you want to work in a supportive environment, within a professional team that is passionate about our objectives and committed to delivering ambitious campaign targets to fund projects that will ultimately have a major impact on the world we live in?

Are you meticulously organised, able to plan and co-ordinate meetings and prepare documents to support our growing fundraising activity?

The University of York is now in the early stages of its first major fundraising campaign. The Campaign for York will raise philanthropic donations from alumni, trusts, companies as well as encouraging alumni and friends to make a difference through volunteering and engaging with us in our projects.

Through a series of projects across the three themes of enabling students to shine, innovation and research, and re-imagining our campus we will build on our strengths in international development, enterprise, arts and culture, and health; we aim to make a real impact in society, wellbeing and invest in our students’ futures.

With excellent team working skills and the ability to work collaboratively and co-operatively with colleagues, you will provide a central co-ordinating role for the individual giving team; organising the events which underpin the fundraising programme, organising visits to campus, ensuring effective delivery of activity plans and providing support for development of proposals.

You will have demonstrable success in managing a range of events, as well as exceptional interpersonal and written and verbal communication skills. In this varied role you will work closely with all members of the Office of Philanthropic Partnerships and Alumni (OPPA) Team and with a broad range of colleagues, including academics and members of professional staff within colleges and departments, as well as senior alumni volunteers. Experience of working in the HE sector and/or involvement in a major communications campaign would be desirable.
Main purpose of the role

To provide co-ordination, planning and administrative assistance to programmes designed to engage potential donors and increase philanthropic income for the University, and to play a pivotal role in supporting both internal and external stakeholders to devise and implement effective strategies to increase gifts to York.

Key responsibilities:

Plan and deliver a programme of events for donors and potential donors

- Support the planning and delivery of Campaign and donor events held in York, London and internationally. This involves responsibility for all aspects of the planning and logistics of a wide range of events including campaign dinners, smaller dinners focused on a campaign theme and breakfast meetings. You will identify audiences, venues and speakers and compile guest lists, manage event delivery and implement timely post-event follow-ups and debriefs.
- Design and deliver event briefings for senior University staff
- Where appropriate, take the role of Project Manager for the delivery of specific events, and work with colleagues across the OPPA Team to ensure the successful delivery of events.
- Ensure all OPPA Team colleagues are aware of forthcoming events and are updated on progress at regular intervals
- Identify existing opportunities to engage prospective donors with the work of the university, and work with colleagues across the OPPA team and the university events team to ensure opportunities to invite and engage prospective donors are maximised

Engage alumni and friends on the donor journey

- Support the planning of UK and international visits, arrange events including cultivation dinners and meetings and contacting senior alumni and friends
- Implement a schedule of communications and interactions with potential donors and current donors, co-ordinating timing with alumni relations and other fundraising communications
- Assist in developing relationships with donors and prospective donors, including direct liaison with senior alumni and other contacts
- Lead on internal liaison and communicating with senior contacts on behalf of the Director and Individual Giving Team, to support donor engagement and in ensuring that we tell donors how they are making a difference
- Draft bespoke notes and letters on behalf of University Board members and the Chancellor
- Work with team members to gather information from Departments and colleagues across the University to develop tailored proposals for potential donors. This will involve collation, formatting and presenting information in a compelling and engaging format for donors.

Administration for the Individual Donor team and Director

- Support internal campaign communications by preparing papers, reports and presentations for a range of meetings on campus.
- Ensure that proposal activity, key correspondence, enquiries and interactions with potential and current donors are recorded on our database and kept up to date.
- Support effective communication and dissemination of information across the department and with other university colleagues

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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<tbody>
<tr>
<td>A general education to include three passes at A level, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>Educated to degree level or equivalent</td>
<td>Desirable</td>
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## Knowledge

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<tr>
<td>Knowledge of Raisers Edge or similar relationship management database to record donor interactions</td>
<td>Desirable</td>
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<td>Project management techniques/processes</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<tr>
<td>Exceptional interpersonal and relationship-building skills; ability to liaise effectively with internal stakeholders; ability to influence and negotiate to secure event venues</td>
<td>Essential</td>
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<td>A high degree of attention to detail, including proof-reading skills, with the ability to maintain a high level of accuracy</td>
<td>Essential</td>
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<td>Strong organisational and planning skills with a flexible, pro-active approach to work including the ability to prioritise to meet competing demands and the ability to co-ordinate multiple tasks simultaneously in a complex and dynamic organisation</td>
<td>Essential</td>
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<tr>
<td>Excellent written and verbal communication skills; able to communicate effectively with a wide range of stakeholders, able to translate specialist information into compelling proposals for donors</td>
<td>Essential</td>
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<td>Excellent IT skills: including word processing, email, presentations and spreadsheet packages</td>
<td>Essential</td>
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<td>An ability to deal with sensitive and confidential information about donors with discretion and to maintain confidentiality at all times</td>
<td>Desirable</td>
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<td>A lateral thinker, able to develop creative and appropriate strategies to engage and build relationships with prospective donors</td>
<td>Desirable</td>
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## Experience

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<tr>
<td>Committed to a high level of customer or donor care</td>
<td>Essential</td>
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<td>Events management</td>
<td>Desirable</td>
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<tr>
<td>Experience working within a higher education or fundraising organisation</td>
<td>Desirable</td>
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<td>Experience preparing event briefings (or similar) to colleagues</td>
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## Personal attributes

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<tr>
<td>Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues.</td>
<td>Essential</td>
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<td>Ability to achieve objectives within a fixed timeframe and with a high level of initiative, persistence and resilience</td>
<td>Essential</td>
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<tr>
<td>Commitment to a high level of donor care</td>
<td>Essential</td>
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<td>Highly motivated and able to work independently</td>
<td>Essential</td>
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<td>Motivation and potential to develop a successful career in University fundraising</td>
<td>Desirable</td>
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The Office of Philanthropic Partnerships and Alumni (OPPA) is the central support function at the University of York with responsibility for:

- forming transformational philanthropic partnerships with individual donors, charitable trusts and companies
- engaging York’s global alumni body in programmes to support current students and the University’s strategic priorities
- leading and managing volunteering opportunities within the University for our alumni and other friends.

To find out more about OPPA and our work: https://www.york.ac.uk/about/departments/support-and-admin/alumni/

The Department is located within the External Relations Directorate, which includes the Offices of International Relations, Student Recruitment and Admissions, Strategic Marketing and Digital Communications, Centre for Lifelong Learning, Events and Public Engagement, Press and Media Relations. We work closely with Careers, the York Students’ Union and Academic Registry, amongst others, to deliver funding and volunteering programmes that support key objectives of the University.

Within the Office of Philanthropic Partnerships and Alumni responsibilities are divided across the five sections of

1. Institutional Philanthropy
2. Individual Philanthropy
3. Participation Programmes
4. Alumni and Donor Engagement
5. Information and Philanthropy Services

Upholding transparency, professionalism, due care and diligence and good care of our supporters is of primary importance in all that we do.

The activities of the Department are overseen by a Senior Management Team (SMT).

In order to deliver on our targets the Office of Philanthropic Partnerships and Alumni work with volunteers across the university and the alumni and donor community. Through their time, advocacy and support we are able to achieve our objectives by expanding our circles of influence, networks and access to information and resource. Within the University, this means close collaboration with heads of department, the colleges and the York Students’ Union.
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 6762
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 July 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