



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Development Officer, Alumni and Development



Salary: Grade 7 (£33,199 - £39,236 p.a.)

Reference: CSADT1055

**12 month maternity cover, internal secondments considered
We will consider flexible working arrangements**

Development Officer Alumni and Development

**Do you enjoy connecting individuals to projects which change lives?
Do you have a passion for the power and potential of higher education?
Do you want to join a professional fundraising team on target to complete our £100m 'Making a World of Difference' fundraising campaign?**

You will manage a portfolio of alumni and friends of the University capable of making gifts of between £1,000 and £25,000 per year, and promote legacies and potential major gifts. Working collaboratively with colleagues in the Alumni & Development Team, and the wider University, you will identify, qualify, engage and solicit prospective donors and determine the best approach for each of them.

You will raise funds for the Making a World of Difference Campaign which supports a wide range of projects from research into how microbubbles can help cure cancer to scholarships for students from disadvantaged backgrounds.

You will need recent fundraising or related experience (ideally either in telephone or face-to-face fundraising or in a sales or business development environment) and experience of producing bespoke communication materials for different audiences and individuals.

As a Development Officer, your main duties will include:

- Responsibility for managing portfolios of both leadership giving and prospective legacy donors, including the cultivation, solicitation and stewardship of donors;
- Proactively following-up on legacy enquiries, the stewardship of existing legacy pledgers and cultivating those interested in supporting the University with a gift in their will;
- Developing cultivation and solicitation strategies for prospective donors;
- Meeting with prospective donors in one-to-one or group meetings;
- Presenting a compelling case for supporting the University of Leeds and building effective relationships to engage potential



supporters;

- Liaising effectively with colleagues in the Alumni and Development Team to strengthen the pipeline from regular giving to major gift and legacy giving;
- Promoting the volunteering opportunities available in support of the Alumni Volunteering Strategy;
- Meeting financial targets and KPIs in line with annual goals;
- Contributing to the organisation and management of cultivation and stewardship events and activities;
- Working closely with members of the Major Gifts and Campaign team to ensure the fundraising programme is successfully implemented and co-ordinated, ensuring that there is an appropriate programme of communication, activities and events through which to inspire prospective donors to give financial support, and to nurture enduring relationships which will lead to additional support;
- Working with Marketing, Academic and Alumni and Development colleagues to maximise the effectiveness of communication and collaboration as they relate to Alumni and Development activities;
- Maintaining appropriate and up-to-date records, using the Raiser's Edge database, of contacts and outcomes to ensure effective tracking of relationships;
- Producing effective and timely fundraising proposals;
- Ensuring that stewardship materials contain the appropriate information and are fulfilled in a timely manner;
- Maintaining an up-to-date knowledge of giving methods and tax effective giving, University priorities, a good general knowledge of the University and its news, and to share information and news items with colleagues.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Development Officer you will have:

- Recent fundraising experience (ideally either in telephone or



direct dialogue fundraising), or related experience (ideally in either a sales or business development environment) and the ability to proactively manage a portfolio of prospective donors;

- A degree level qualification or equivalent;
- The natural ability to build relationships, highly developed active listening skills and the potential to develop this into networking and negotiating at a senior level both within and outside the University;
- Excellent communication skills, both spoken and written, with an ability to take a wide range of specialist information and translate it into compelling messages for prospective donors;
- Lateral thinking skills with a high level of initiative including the ability to identify problems and recommend solutions and new procedures and develop creative and appropriate strategies to engage and build relationships with leadership gift prospective donors;
- Resilience, adaptability and resourcefulness including evidence of being goal oriented and persistent with the ability to achieve targets within fixed timeframes;
- Strong organisational, planning skills and attention to detail with the ability to co-ordinate multiple tasks simultaneously in a complex and dynamic organisation, ensuring an effective balance between internally and externally facing activities;
- The ability to work on tasks independently, as well as working effectively within a team, with strong independent and group decision-making skills and the ability to motivate others;
- A strong commitment to confidentiality and ability to maintain it;
- Strong IT skills including experience of Microsoft Office;
- Willingness and ability to travel regularly and work outside normal business hours.

You may also have:

- Experience working within the higher education environment;
- Experience of soliciting donations of £1000 or more, either by telephone or face to face;
- Experience using Raiser's Edge or similar fundraising or CRM database;
- Commitment to the advancement of higher education in the UK



and to a high-level of donor care.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Vicky Treherne, Senior Development Manager

Tel: +44 (0)113 343 4834, email: v.treherne@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us [at disclosure@leeds.ac.uk](mailto:atdisclosure@leeds.ac.uk).

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

