



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Development Coordinator, Alumni and Development Team



Salary: Grade 6 (£27,511 - £32,817 p.a.)

Reference: CSADT1059

Fixed term for 12 months

We will consider flexible working arrangements

Development Coordinator Alumni and Development Team

Do you have a flair for identifying opportunities to build relationships and connect individuals? Do you want to play a key role within a passionate fundraising team which is committed to delivering ambitious campaign targets in order to fund projects that will ultimately have a major impact on the world we live in?

This is a great opportunity for someone who enjoys providing largely office based support for external relationship management and/or is looking to develop a career in major gift fundraising. You will lead on the engagement, solicitation and stewardship of donors to the University of Leeds. You will play a key role in liaising with senior academic colleagues to support Relationship Managers and Officers in the development and delivery of our fundraising priorities. Working closely with the Senior Development Manager, you will lead fundraising from some of our biggest supporters as part of our Making a World of Difference Campaign which has already raised £98M of its £100M target.

You will need great organisational skills, attention to detail, project management experience as well as first class communication skills a persuasive and accurate writing style and an ability to prioritise in a busy role.

What does the role entail?

As Development Coordinator your main duties will include:

- Responsibility for managing own portfolio of donors and leading on all engagement activities , including direct liaison with senior alumni and other contacts;
- Keeping donors updated on the impact of their gifts through personalised communications and stewardship reports, liaising with colleagues in the stewardship team as appropriate;
- Creating, maintaining, monitoring and implementing stewardship plans for current donors to ensure timely delivery of required activity;
- Monitoring a variety of news sources, listings and informal networks to identify events and news stories which may be of interest to current donors;



- Working closely with the Senior Development Manager to deliver all of the above to some of the University's most significant current and prospective donors;
- Producing a range of written communications including fundraising proposals tailored for individuals;
- Advising on opportunities to further the engagement and stewardship of prospective and current donors;
- Leading on internal liaison and communicating with senior contacts on behalf of the Senior Development Manager to deliver donor cultivation and stewardship;
- Arranging donor and prospective donor visits to campus including confirming logistics and developing detailed itineraries where appropriate with other colleagues;
- Maintaining key internal relationships with senior academic colleagues and contacts across the University campus linked to our fundraising priorities;
- Working closely with Relationship Managers and Officers to develop and monitor activity plans to deliver against the University's strategic fundraising priorities;
- Maintaining Raiser's Edge database to record and monitor key correspondence, enquiries and activity with current donors;
On occasion acting as a representative of the Alumni & Development team at internal and external events.

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 Development Coordinator you will have:

- 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;
- Exceptional interpersonal and relationship building skills to influence and negotiate to secure objectives;



- A lateral thinker able to develop creative and appropriate strategies to engage and build relationships with prospective and current supporters;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- Excellent writing skills with an ability to translate a wide range of specialist information into simple compelling messages for donors;
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy;
- Ability to achieve objectives within fixed timeframes and with a high level of initiative, persistence and resilience;
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- Excellent IT skills including a good working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Office;
- Commitment to a high-level of donor care;
- Willingness and ability to travel occasionally for business purposes.

You may also have:

- Experience working within a higher education or a fundraising environment;
- Experience using Raiser's Edge or similar fundraising or CRM database.

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 (Legacies)

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 is 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.

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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

