



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Development Officer, Alumni and Development



Salary: Grade 7 (£32,548– £38,833 p.a.)

Reference: CSADT1027

Fixed term for three years (due to uncertainty of future funding)

Development Officer Alumni and Development, Corporate Services

Do you want to join a high profile fundraising team within the University of the Year 2017? Can you manage a portfolio to raise funds for our £100m 'Making a World of Difference' campaign?

You will build relationships with alumni who can support the School of Law with gifts of both time and money, managing a portfolio of prospects that includes graduates of the University who studied law or who are now in the field of law. Working collaboratively with colleagues across the University, you will identify, qualify, and solicit prospects and determine the best approach for each of them, testing current and new fundraising opportunities.

You will need recent fundraising or related relationship building 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.

What does the role entail?

As a Development Officer your main duties will include:

- Managing a portfolio of both leadership giving and legacy prospects, including the cultivation, solicitation and stewardship of donors; with a specific focus on law graduates and/or alumni working in the legal sector;
- Meeting with prospects in one-to-one or group meetings, presenting a compelling case for supporting the University and the School of Law and building effective relationships to engage potential supporters;
- Developing cultivation and solicitation strategies for prospects;
- Negotiating gifts to the University and meeting activity and financial targets;
- Working closely with colleagues to ensure the fundraising programme is successfully implemented and progresses on track in a professional and cost-effective manner;
- Working with colleagues in the School of Law and the Alumni and Development teams to ensure 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 donations;

- Proactively following-up on legacy enquiries, stewardship of existing legacy pledgers and cultivating those interested in supporting the University with a gift in their will;
- Working with key stakeholders in the School of Law to identify projects which would benefit from philanthropic support;
- Promoting the volunteering opportunities available in the School of Law or more widely, in support of the University's alumni volunteering strategy;
- Contributing to the long term planning of both the Alumni and Development team and the School of Law – recommending how we work together to best achieve collective fundraising and volunteering targets as well as events objectives;
- Using the Raiser's Edge database maintaining appropriate and up-to-date records of contacts and outcomes to ensure effective tracking of relationships;
- Maintaining an up-to-date knowledge of giving methods and tax effective giving, University priorities and information about the School of Law and sharing information with others.

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 (e.g. in a sales or business development environment);
- Excellent IT skills with experience of Microsoft Office;
- Excellent communication skills and the natural ability to build relationships with the potential to develop into networking and negotiating at a senior-level;
- Excellent writing skills with the ability to take a wide range of specialist information and translate it into compelling messages for prospects, both spoken and written;
- The ability to think laterally to develop creative and appropriate strategies to engage and build relationships with leadership gift prospects;



- Strong organisational and planning skills, with the ability to proactively manage a portfolio of prospects, and co-ordinate multiple tasks simultaneously, ensuring an effective balance between internal and external facing activities;
- A goal oriented and persistent approach with the ability to achieve targets within fixed timeframes;
- The willingness and ability to travel regularly and work outside normal business hours;
- An understanding of data protection legislation with a strong commitment to confidentiality and the ability to maintain it;
- Ability to work on tasks independently, as well as working effectively within a team.

You may also have:

- Knowledge and experience of the legal sector, either through experience or degree/equivalent;
- 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;
- Ability to identify problems and recommend solutions and new procedures;
- Commitment 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:

Ben Oldham, Footsteps Fund Manager

Tel: +44 (0)113 343 2499

Email: b.oldham@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.

