****

****

**Job title:** Philanthropy Officer

**Reports to:** Philanthropy Manager

**Department:** Philanthropy & Alumni Engagement

**Location:** Brighton, Moulsecoomb

**Grade:** 5

**Purpose of the role**

The Philanthropy & Alumni Engagement [PAE] department’s mission is to partner with our valued philanthropic and alumni community to support transformational experiences for our students and deliver impactful and world-leading research.

The Philanthropy Officer is responsible for developing relationships with alumni and donors to raise philanthropic income and encourage volunteering to support students.

The role holder is responsible for developing relationships with prospects, donors and alumni. They will work to identify prospects with colleagues, through establishing networks with supporters and colleagues, and by undertaking research. They will ensure donors and alumni volunteers receive the highest quality experience and are engaged with the impact their donations and volunteering achieve. They will support the work of the department through writing proposals and stewardship reports, and working on campaigns and events.

**Main areas of responsibility:**

* Cultivate mutually beneficial relationships with prospective and existing supporters, and alumni, acting as their key contact and determining effective cultivation plans to secure funding (up to a leadership giving level of c.£1k-£5k) and volunteering against the department’s key priorities.
* Grow the portfolio of prospective supporters and alumni through meetings with supporters, alumni and colleagues, and by personally undertaking prospect research.
* Support the team in writing compelling proposals, funding applications and stewardship reports, as well as contributing to the annual impact report.
* Organise events that engage prospects, supporters and alumni volunteers in the impact of their giving and the potential ways they can be further involved.
* Provide briefings and profiles for colleagues and senior volunteers, ensuring they have relevant information and are aware of the outcomes being sought in order to derive the greatest value from their involvement and enhance relationships.
* Be responsible for the administration of student prizes, liaising with schools and the operations team on renewals, awards and stewardship.
* Work with the operations team to ensure appropriate due diligence and gift agreements are in place.
* Accurately record all current and future activities in the department database ThankQ and follow department processes, systems and compliance (including but not limited to GDPR, PECR, PCI DSS, Gift Aid, Fundraising Regulator).
* Be an active member of the team, driving forward the wider work of the department.

**General responsibilities**

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

|  |
| --- |
| **Knowledge, skills, and abilities** |
| * Strong written and verbal communication skills. **(A, I, E)**
* Strong persuasive and negotiating skills. **(A, I)**
* Able to build trust and manage relationships. **(A, I)**
* Able to work collaboratively and supportively as part of a team. **(A, I)**
* Maintain up-to-date knowledge of developments and trends in higher education, philanthropy and alumni relations. **(I)**
* An understanding of due diligence and prospect research. **( I)**
* A professional understanding of the Fundraising Regulators’ Code of Fundraising Practice, the Data Protection Act 2018 and UK GDPR, and UK Gift Aid. **(A)**
* Administrative and organisation skills, including planning/prioritising projects, delivering on time and to a high standard. **(A, I)**
* Confident user of philanthropic relationship management databases (such as Salesforce, ThankQ, Raiser’s Edge, Tessitura). **(A, I)**
* ICT skills: competent in Microsoft Office. **(A, E)**
 |
| **Qualifications*** No specific qualifications are required
 |
|  |
| **Experience** |
| * Successful track record of securing new business or philanthropic donations. **(A, I)**
* Ability to write creatively and grammatically to produce compelling proposals, cases for support funding applications and/or stewardship reports. **(A, I, E)**
* Working in fundraising, volunteering and/or relationship management, ideally in higher education or third sector. **(A, I)**
* Demonstrable experience of nurturing relationships with a diverse group of individuals and organisations to successfully secure funding. **(A, I)**
* Project management or event organisation (online and/or in-person) **(A, I)**
 |
| **Physical demands and/or other requirements** |
| * The role will require travel to other university sites and to meet with potential and existing supporters away from campus and Brighton & Hove. **(I)**
* The role will require attending some events in the evenings and at weekends in support of the wider work of the PAE department. **(I)**
 |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: May 2023