

Job Description

Job title	Donor Relations Officer
School / department	Office of Development and Alumni Relations
Grade	5
Line manager	
Responsible for	

Main purpose of the job

To develop and deliver a comprehensive donor stewardship programme.

To advance the academic mission and vision of the University by cultivating and enhancing long-lasting relationships with its existing and potential donors.

Key areas of responsibility

Donor Stewardship

1. To foster and enhance positive relationships with existing and potential donors.
2. To maintain clear and up-to-date records on all donors to the University.
3. To be responsible for preparing or coordinating donor reports. The latter will require liaison with senior academics, student services, planning and facilities department to ensure impact of gifts can be reported.
4. To prepare gift agreements and to ensure that procedures and protocols are followed.
5. To follow the progress of donations for the life of the agreement, reporting back to donors as per the schedule agreed with the donor.
6. To plan and execute recognition plans for major donors including liaising with the marketing and alumni officers to draft press releases pertaining to major gifts.
7. To ensure that all gift forms used by the University are up to date.
8. To advise the Development team of tax efficient giving trends in the UK.
9. To support donor relationship building and fundraising events

Gift Processing

10. To work with large sums of money in a high volume data processing environment.
11. To record all gifts and pledges in the fundraising system.
12. To track payments due and issue gift invoices.
13. To prepare accurate and timely reports on gifts.
14. To monitor and track income and its allocation in close cooperation with the Finance team.
15. To be a primary contact and to provide administrative support for all scholarships and bursaries, liaising with colleagues from the Student Services, Finance, Schools and student awards recipients.

Funding Pipeline

16. To work in collaboration with fundraisers to assess prospect research priorities and strategies for major gifts.
17. Overall responsibility for the management of the prospect module on Raiser's Edge and mining of other databases such as *Mint*, *Rich Lists* etc.
18. To identify, develop and effectively manage the prospect pipeline and support key fundraising priorities of the University.
19. To alert colleagues to funding opportunities.

20. To keep the Development team informed about giving trends, HE and FE trends and developments that may affect the work of the office.
21. To support the Development and Senior Management team in making informed and successful fundraising approaches.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / back ground information

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Educated to a degree level or equivalent.	Member of CASE and/or The Institute of Fundraising. Member of Researchers in Fundraising.
Knowledge and experience	Experience of working in a client facing role Strong organisational skills with demonstrated ability to prioritise effectively and to successfully manage competing deadlines whilst maintaining attention to detail.	Experience of working in fundraising or marketing Experience of working within Higher Education, or the Charity or Arts sectors Career ambition to work in HE Knowledge and understanding of fundraising and donor stewardship
Specific skills to the job	Experience of working on projects Ability to think creatively in order to deliver best possible donor relations Ability to gather, analyse and present in concise manner large amount of information Excellent interpersonal skills	Experience of tracking and administering budgets Experience of bookkeeping and accounting Experience of writing reports
General skills	Excellent attention to detail and a methodical approach Excellent communication skills, both verbal and written Ability to work to deadlines and under pressure IT skills, including database and excellent word processing skills. Experience of Microsoft Office products; good knowledge of the web and capability in web research Ability to work as part of a team	Web design Social media communication

	<p>Ability to develop productive relationships with a variety of staff, alumni, students and senior volunteers</p> <p>Ability to contribute to strategic thinking and planning as part of the Development and Alumni Relations team</p> <p>Ability and willingness to be flexible and take on other duties as and when required</p>	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		