**Job Description**

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| **Job Title:** | Associate Director, Philanthropy (maternity cover) | **Location:** |  University of Bath Main Campus |
| **Department:** | Advancement Office | **Responsible to:** | Director Philanthropy |
|  |  | **Responsible for:** | Management of the Philanthropy Team  |

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| **Purpose of the job:** |
| The Associate Director, Philanthropy will work with the Director of Philanthropy to manage the Philanthropy team. Leading by example, the Associate Director, Philanthropy will focus their energy on directly leading a high-performance team who will work at attracting major and transformational gifts from individuals, companies, charitable trusts and other philanthropic sources.S/he will work with the Director of Advancement and Director of Philanthropy in supporting and developing the Philanthropy Team through management, training and KPIs. Ensuring the team works to the agreed fundraising strategy and priorities. Externally and internally, the Associate Director will be expected to lead by example, with an organised and efficient approach to philanthropy process, ensuring the Philanthropy team are entirely focussed on delivering results. The Associate Director on occasion may manage a portfolio of strategically important relationships, which may will focus on historical support, or be of great non-philanthropic importance to the institution.  |

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| **Duties and Responsibilities:** |
| 1. To assist the Director of Philanthropy in fulfilling his/her duties and deputise when appropriate.
2. To work with the Director and Director of Philanthropy in devising and implementing the University’s philanthropy strategy, working to targets agreed with the Director of Advancement.
3. To ensure the Philanthropy Team follow the strategic direction and to provide leadership, motivation and support in order to maintain the quality of the team’s output and help the University achieve its objectives.
4. To maximise the opportunities to support world-changing research, as well as the social good that is education.
5. To develop a proactive and energetic approach to philanthropy within the Philanthropy Team that is actively canvassing prospects and exceeding targets.
6. Directly manage the Philanthropy Team in allocating tasks and monitoring progress; supervising, motivating, monitoring KPIs and training.
7. To assist the Director in the development of budgets, tailoring the programme to budgetary and human resource constraints and monitoring expense against that budget.
8. To support the Director in overseeing the liaison between Philanthropy Team members and others in the University to ensure that there is effective communication with Deans and other senior staff over developments within the University, stewardship of existing donors, progress with approaches to prospective donors and priorities for future fundraising.
9. To work closely with senior academic and other support service colleagues, and with external volunteers, to enhance positive relations with alumni and friends and to encourage greater philanthropic giving, by involving key alumni and friends in high-level University meetings, discussions, committees and boards.
10. To manage a portfolio of important stakeholders, such as major non-philanthropic volunteers and historical donors when the requirement arises.
11. To coordinate the work of the team internationally, ensuring that fundraising is maximised in every market and is compliant with all local legal frameworks.
12. To work with colleagues to ensure the effective implementation of a comprehensive donor recognition and stewardship programme for individuals and other organisations giving to the University at significant levels building on the established methods of recognition and stewardship.
13. To work closely with the Director, Director of Philanthropy and the University’s senior management to ensure there is a portfolio of University projects and initiatives, prioritised by the University and suitable for major gift fundraising.
14. To work with colleagues to ensure that the University manages and uses the philanthropic funds raised through major gift fundraising in a responsible and ethical manner, and that the donors receive appropriate feedback and updates on the use and outcomes of their gifts.
15. The Associate Director is a member of the Advancement Office Leadership team.
16. Undertaking other similar duties appropriate to the grade and role of the person appointed.

Internal and external relationships:* Close working relationships with colleagues to define and implement departmental strategy.
* Direct, frequent contact with senior members of staff in order to:
	+ implement fundraising strategies;
	+ implement University priorities; and
	+ ensure the Philanthropy team takes forward relationships with key alumni and friends to:
		- create personalised strategies for involving prospective donors;
		- “coach” senior members of staff in how to move relationships forward;
		- involve key alumni and friends in University meetings, discussions, committees and boards;
		- meet key alumni and friends personally to ask for 5, 6, 7 and 8 figure gifts.
* Regular contact with senior academics and support staff who are working on projects for which philanthropic support is sought, in order to stay familiar with projects at the centre of the University’s gift portfolio.
* Ensuring the Philanthropy team have frequent, proactive and reactive, highly personalised (email, telephone and face-to-face) contact with prospective and current supporters, first to build strong relationships and then to ask for large (5, 6, 7 and 8 figures) gifts in face-to-face meetings, including:
	+ Alumni, parents or other relatives of former or current students, and other friends of the University – many of whom hold senior or influential positions
	+ Key decision-making and influential individuals with links to other individuals, charitable trusts, foundations, and companies
* Regular, proactive and reactive, highly personalised contact with current and prospective volunteers (who are likely themselves to be influential individuals) to develop fundraising strategies and take forward relationships with prospective donors when required. The ability to balance tact and diplomacy with active supervision and motivation of volunteers is crucial as the following steps are sought:
	+ create personalised strategies for involving prospective donors;
	+ “coach” volunteers in how to move relationships forward;
	+ involve key alumni and friends in personal meetings
	+ meet key alumni and friends personally when the occasion arises.
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**Person Specification:**

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| Criteria | Essential | Desirable | Assessed By (Application, Interview, Test) |
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| **Qualifications** |  |  |  |
| Educated to at least first degree level or equivalent. | **P** |  | **A** |
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| **Experience/Knowledge** |  |  |  |
| Experience of raising major and transformational gifts in and HEI or charity setting | **P** |  | **A, I** |
| Experience of managing and motivating team members and of helping others to achieve their goals.Experience of leading a target driven team, ensuring goals are met/ | **P****P** |  | **A, I****A, I** |
| Experience of working with beneficiaries of philanthropy, ie researchers or students, to demonstrate the impact of philanthropy | **P** |  | **A, I** |
| Experience of working with senior colleagues, donors and volunteers and proven success in ‘managing upwards’ | **P** |  | **A, I** |
| A strong awareness of the “big picture” issues relating to the political, corporate and HE sectors and how these affect the Development agenda. |  | **P** | **A, I** |
| A thorough understanding of the implications of the Data Protection Act 1998 and GDPR for prospect research and data management. | **P** |  |  |
| Experience of setting clear targets and managing and motivating team members to deliver against them. | **P** |  | **A, I** |
| **Skills** |  |  |  |
| Proven ability to cultivate and deliver 7-figure gifts from a range of donors (individual, corporate and trusts) | **P** |  | **A, I** |
| Ability to work with initiative, think creatively and laterally. | **P** |  | **A, I, T** |
| The ability to receive, understand and convey complex ideas, e.g. report writing and data analysis | **P** |  | **A, I, T** |
| Excellent attention to detail. | **P** |  |  |
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| **Attributes and Personal Characteristics** |  |  |  |
| Confident and personable, able to communicate with colleagues at all levels. | **P** |  | **A, I** |
| Flexible approach to managing change and innovation. | **P** |  | **A, I** |
| The ability to work under pressure, prioritise a varied and diverse workload and resolve problems with a “can-do” attitude. | **P** |  | **A, I** |
| A meticulous approach with strong attention to detail and a very high level of accuracy | **P** |  | **A, I** |
| Flexible approach to work and willingness to be accommodating over working hours when required. | **P** |  | **A, I** |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.   |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.   |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.  |
| **Using resources:**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.   |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.   |
| **Working with people:**Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.    |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.  |