GENERAL INFORMATION

The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899 by Sir Patrick Manson, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. The School’s multidisciplinary expertise includes clinicians, epidemiologists, statisticians, social scientists, molecular biologists and immunologists, and we work with partners worldwide to support the development of teaching and research capacity.

Research income has grown to over £85 million per year from national and international funding sources including the UK government, the European Commission, the Wellcome Trust and philanthropic sources.

Education programmes have grown to more than 1,000 London-based Master’s and Research students, 2,900 studying Master’s by distance learning and 1,000 on short courses and continuous professional development. We have also launched a series of free online courses, and more than 15,000 people registered on the first of these, Ebola in context. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

The School is highly ranked in various university league tables. It was named the world’s leading research-focused graduate school in the Times Higher Education World Rankings in 2013. In 2014, it was ranked in the top 10 universities in the world for citation rate by the new EU-supported U-Multirank database, fourth in the world for impact in medical sciences by the Leiden Ranking and third in the world for social science and public health in the US News Best Global Universities Ranking. According to the results of the UK government’s Research Excellence Framework, published in December 2014, the School was ranked second overall (after the Institute for Cancer Research) on the key measure of impact.
# JOB DESCRIPTION

**Job Title:** Head of Philanthropic Giving  
**Department /Division/Unit:** Development & Alumni Relations  
**Faculty/Professional Service:** Development & Alumni Relations  
**Location:** Keppel Street  
**Reports to:** Director of Development & Alumni Relations  
**Responsible for:** Principal and Major Gifts  
**Full Time/Part Time/Casual:** Full Time  
**Hours:** 35  
**Grade:** 7  

## Overall Purpose of the job

The post holder will report to the Director of Development and Alumni Relations and will be responsible for leading the development and implementation of the London School of Hygiene & Tropical Medicine’s major gift team. The Philanthropic Giving team’s primary focus will be on fundraising for major gifts from individual donors and family trusts (£25k+) for School priorities such as faculty research, student fellowships and capital improvements to the School’s facilities. The successful candidate will oversee all details of related management of the team, including but not limited to coaching, reporting and stewardship of resource.

In addition, the Head of Philanthropic Giving will develop their own pipeline and portfolio of individuals with £100K+ capacity. The post holder will oversee all details relating to a dynamic portfolio with a focus on driving the solicitation process forward, through the identification of new individual major and principal gift prospects; and implements strategy for solicitations and manages stewardship reporting.
## Principal Duties and Responsibilities *(Examples)*

<table>
<thead>
<tr>
<th>Lead the development and implementation of a major giving strategy at the School;</th>
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<tr>
<td>- Establish an annual operational plan and metrics for the Philanthropic Giving team;</td>
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<td>- With the Director of Development &amp; Alumni Relations, manage the School’s Top 100 list and pipeline of major gifts;</td>
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<td>- Assist in the recruitment and management of key volunteers such as the new Court, Council and international boards; and</td>
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<td>- Coordinate the solicitation of high-end annual fund donors with the Head of Alumni &amp; Annual Giving.</td>
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Develop and manage a portfolio of 75 to 100 major gift prospects capable of making a six and seven figure gifts; |

- As one of the School’s key fundraisers, the focus should be on face to face meetings with prospects both on campus and on the road; |
- Closely collaborate with the director, deans, faculty and key volunteers to move donors through the solicitation cycle; |
- Periodically work with Prospect Research to refresh your portfolio; |
- Support the Development Communications & Stewardship Officer in the creation and preparation of proposals, stewardship reports and draft terms, as appropriate; and |
- Meet fundraising goals and metrics agreed upon annually with the Director of Development & Alumni Relations. |

Supervise a small team of frontline major gift fundraisers *(Philanthropic Giving Managers)* |

- Take the lead on boarding and training of new frontline staff members to enable them to get out of the office to meet with donors; |
- Assist in the transition of prospects/donors to new a regional portfolio model; |
- Coach prospects canvassers around strategy to ensure prospects are moving through the solicitation cycle, maximizing opportunities and meeting goals; |
- Ensure each team member is properly tracking all activity in Raiser’s Edge and complying with LSHTM processes and ethical standards; |
- Manage the team’s budget and deploy resources effectively; and |
- Working with the Database Manager, provide reporting to the Director of Development & Alumni Relations; and the Chief Accountant, to ensuring funds are received, recorded and spent appropriately.

**Additional Information**

Evening, weekend and travel is required. **All other duties as assigned by** the Director of Development & Alumni Relations

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**Generic duties and responsibilities of all LSHTM employees**

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.**
PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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<th>Competency</th>
<th>Evidence</th>
<th>E/D</th>
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<tr>
<td>Education, Qualifications and Training</td>
<td>• Undergraduate BA or BS degree; with a preference for a master’s degree or higher&lt;br&gt;• Relevant qualifications and/or professional training in fundraising (such as CFRE, CASE, AFP, WID or Other professional fundraising associations)</td>
<td>E/D</td>
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<td>Experience</td>
<td>• Significant experience of frontline fundraising;</td>
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<td>• Successful track record of creative fundraising with individual donors, including senior leadership involvement in a successful campaign;</td>
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<td>• Proven ability to develop and implement a fundraising strategy, including the setting of strategic objectives and targets;</td>
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<td>• Major gift team leadership and management experience</td>
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<td>• Experience establishing and maintaining effective working relationships with individuals at all levels from inside and outside the School</td>
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<td>• Experience soliciting and closing six and seven figure gifts</td>
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<td>• Experience in the effective development and use of fundraising databases;</td>
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<td>• Experience of working within a higher education, health or international development environment;</td>
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<td><strong>Knowledge</strong></td>
<td><strong>Personal Qualities</strong></td>
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<td>• Experience working within a graduate school development office</td>
<td>• Proven ability to work under own initiative and collaboratively;</td>
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<td>• Knowledge of the international fundraising environment;</td>
<td>• Willingness to work irregular hours and to undertake international travel</td>
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<td>• Fluency in a language other than English;</td>
<td>• Strong and supportive team member</td>
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**Knowledge**
- Highly developed interpersonal and diplomacy skills, including the ability to engage with prospective donors, alumni and faculty;
- Knowledge of legal requirements and good ethical practice in fundraising;
- Excellent project management skills including budget and resource management and the ability to manage competing priorities;
- Experience using Raisers Edge;
- Excellent written and oral communication skills;

**Personal Qualities**
- Proven ability to work under own initiative and collaboratively;
- Willingness to work irregular hours and to undertake international travel;
- Strong and supportive team member

E-Essential: Requirement without which the job could not be done
D-Desirable: Requirements that would enable the candidate to perform the job well

**ASYLUM AND IMMIGRATION STATEMENT**

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at: [www.ukba.homeoffice.gov.uk/employers/points](http://www.ukba.homeoffice.gov.uk/employers/points)