

## JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>POST:</b>	Philanthropy Officer
<b>DIVISION/DEPT/UNIT:</b>	Development and Alumni Relations Office
<b>RESPONSIBLE TO:</b>	Head of Philanthropic Giving
<b>GRADE:</b>	5
<b>HOURS:</b>	Full-time, 35 hours
<b>LOCATION:</b>	Bedford Square, London

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## GENERAL INFORMATION

### The London School of Hygiene & Tropical Medicine

The London School of Hygiene & Tropical Medicine (LSHTM) is renowned for its research, postgraduate studies and continuing 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.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

### History

Founded in 1899 at the London Docks, LSHTM is now based in Bloomsbury, where it has two main sites at Keppel Street and Tavistock Place, and additional sites in The Gambia and Uganda. Today, our staff, students and alumni work in government, academia, international agencies and health services across the world.

## **Research**

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

## **Staff community**

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

## **Partnerships**

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

## **Education**

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 270,000 participants globally.

## **Excellence in research and education**

We perform strongly in various global university league tables. In the ShanghaiRanking's Global Ranking of Academic Subjects 2020 we placed 3rd in public health (1st in the UK). In the 2020 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, and third in Europe for publishing open access research.

In the US News Best Global Universities Ranking 2021, we ranked 3rd in the world for public, environmental & occupational health, 4th in the world for infectious diseases, 11th in the world for social sciences & public health, and 12th best University in the UK overall. We ranked 27th for medicine in the 2019 QS World University Rankings.

In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and

seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

## **DEVELOPMENT AND ALUMNI RELATIONS OFFICE (DARO)**

The Prospect Development Officer role sits within the Operations team of the Development and Alumni Relations Office (DARO). The department develops and supports relationships with a growing body of philanthropic supporters and a community of over 30,000 alumni in over 180 countries around the world.

DARO works closely with LSHTM's Director, Chairman of Council, Chair of Court and other senior leaders to cultivate and solicit major and principal gifts, particularly those from high-net worth individuals. We have a strong track record of securing corporate partnerships, as well as a committed base of long-term support from charitable trusts and individuals.

LSHTM alumni can be found in senior positions in government, NGOs, academia and industry. They maintain a global network of volunteer-led Chapters and also facilitate initiatives such as alumni to student mentoring. Our regular giving programme sees a significant proportion of alumni and staff donate each year.

The Development & Alumni Relations Office currently focuses fundraising efforts in the UK, US, Hong Kong, Singapore and mainland Europe. LSHTM has a compelling case for support, from ground-breaking research, the creation of cutting edge facilities and the transformational effect of scholarships.

DAROs work is underpinned by a set of core values: Ambition, Collaboration, Creativity, Empowerment, Honesty and Respect. These guide how we work with each other and colleagues across LSHTM, create an environment that is inclusive and encouraging, promote hard work and success and help us be a high performing team.

For further information around LSHTM's values, please click [here](#), and for further information regarding our funding priorities, click [here](#).

## Job Description

### Job Purpose

The Philanthropy Officer will be a key member of the Philanthropic Giving Team, building relationships with individuals, charitable trusts and companies, they will help raise the profile of LSHTM and generate philanthropic funds from a growing community of supporters, engaging them in our mission through a blend of face-to-face interactions, events, written proposals and presentations.

We have ambitious plans to increase the role of philanthropy to support capital development, scholarships and other capacity building priorities that have far-reaching global impact. This role will help to secure donations at five and six-figure levels to help achieve those ambitions.

Working closely with internal and external stakeholders, the Philanthropy Officer will help embed a culture of philanthropy across LSHTM and will deliver on the Philanthropic Giving team's strategic fundraising and engagement objectives.

### Responsibilities

Fundraising:

- Manage a mixed portfolio of up to 80 prospects to include trusts, foundations, companies and individuals with the capacity to make major donations at five and six-figure levels.
- Assist with the planning and implementation of strategies to increase gifts from wealthy individuals, alumni, philanthropists, charitable trusts and companies at the level of £10,000 and above.
- Focus primarily in the UK and other key markets to secure donations from alumni, philanthropists, charitable trusts and companies to agreed targets and key indicators of performance.
- Develop compelling messaging, alongside budgetary information as required, for applications and proposals to potential supporters, that highlight LSHTM's unique global role, its strategic fundraising priorities and the impact of philanthropic support.
- Prepare talking points, presentations and plan meetings for senior staff, including the Director of Development and Alumni Relations, and facilitate such meetings as appropriate.
- Act as a point of referral for specific projects and liaison with academics, as guided by the Head of Philanthropy.
- Support the Head of Philanthropy and the Director of Development in preparing for international fundraising trips.
- Work collaboratively with the Fundraising Intelligence Officer to increase the depth and breadth of the current prospect pipeline, with a focus on new prospects within the key fundraising markets and prospects that meet fundraising priorities.

- Work closely with regular giving and operations colleagues to identify individuals for personal approaches and to support legacy enquiries as appropriate.
- Work alongside the Supporter Engagement Manager to ensure appropriate reporting mechanisms are in place to increase renewal levels.
- Work with the wider Philanthropy Team as we re-engage lapsed donors and identify previously unexplored avenues for income generation.

#### Relationship Management:

- Develop meaningful relationships with a pool of around 80 prospective major donors, companies and trusts and foundations through structured cultivation plans and key points of engagement that align to their philanthropic interests.
- Initiate and grow a personal network of key influencers who are able to advise and make introductions to strengthen and grow our major donor base.
- Work with key influencers and volunteers to deepen their understanding of LSHTM and to deploy them effectively in fundraising approaches.
- Work closely with donor relations colleagues, create inspiring touch-points for leadership donors to LSHTM, leading to renewed and continued support.
- Support the concept, planning and delivery of events and other opportunities to engage with LSHTM's community of supporters.
- Embed a culture of philanthropy at LSHTM, working in partnership with academic champions and other stakeholders on joint cultivation efforts, developing donor-centric messaging and securing income for philanthropic priorities.

#### Data Management and Compliance:

- Follow policies and procedures to ensure constituent records are updated in a timely manner.
- Manage workflow using a range of personal reports and dashboards through Raiser's Edge.
- Commission data analysis and reports with Operations colleagues to support activity planning, strategy development and pledge chasing.
- Adhere to LSHTM's policies for gift acceptance, flagging any issues regarding due diligence for philanthropic giving as appropriate.
- Ensure compliance with regulatory bodies and data protection legislation in daily work and contribute to departmental awareness and initiatives regarding data protection.

#### Other Duties:

- As needed, represent the department at committee meetings, department and faculty meetings to update on activity and performance.
- Maintain and enhance professional development through internal training and involvement with relevant professional development bodies.

## 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 or Director of Professional Service. The post holder will be responsible and accountable for ensuring all LSHTM 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

### Knowledge & Experience

<b>The successful candidate should have:</b>	<b>Essential/ Desirable</b>	<b>Tested by*</b>
<ul style="list-style-type: none"><li>A minimum of a second-class honour's degree.</li></ul>	E	A
<ul style="list-style-type: none"><li>Experience of managing relationships with stakeholders such as high net worth individuals, business leaders, influencers, volunteers and academic champions to lead negotiation towards agreed projects and programmes.</li></ul>	E	A
<ul style="list-style-type: none"><li>A proven track record of securing gifts at a five-figure level and above.</li></ul>	E	A
<ul style="list-style-type: none"><li>Experience of managing a mixed portfolio of opportunities across different income streams (trusts, corporate and individuals).</li></ul>	E	I
<ul style="list-style-type: none"><li>Experience of working within a results-oriented environment, with a record of achieving personal KPIs and targets.</li></ul>	E	I
<ul style="list-style-type: none"><li>Knowledge of legal requirements and good ethical practice in fundraising.</li></ul>	E	I

<ul style="list-style-type: none"> <li>An understanding of key philanthropists, organisations and networks in the UK and overseas.</li> </ul>	E	I, T
<ul style="list-style-type: none"> <li>A sound understanding of data protection principles.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Knowledge of research and issues related to global health and experience communicating complex scientific information to a lay audience.</li> </ul>	D	I, T
<ul style="list-style-type: none"> <li>Experience of working in development in a higher education, health, or international development environment.</li> </ul>	D	A
<ul style="list-style-type: none"> <li>A track record of successful funding applications to large charitable trusts, foundations and companies.</li> </ul>	D	I
<ul style="list-style-type: none"> <li>Relevant qualifications and/or professional training in fundraising.</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Experience of being part of a capital fundraising campaign.</li> </ul>	D	A

### Skills & Abilities

<b>The successful candidate should demonstrate:</b>	<b>Essential/ Desirable</b>	<b>Tested by*</b>
<ul style="list-style-type: none"> <li>Excellent communication skills, both written and oral, and experience of presenting to a wide range of stakeholders.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>An outstanding verbal communicator, able to persuade and promote the role of philanthropy within a research-intensive institution.</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Exceptional attention to detail and accuracy.</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Excellent project management skills and the ability to juggle competing priorities and meet deadlines.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Experienced user of relational databases with the ability to accurately input, query and interpret information.</li> </ul>	E	A

<ul style="list-style-type: none"> <li>Expert user of Microsoft Office packages, including Excel (to include writing formulae and presenting data).</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Strategic thinker with an ability to identify new opportunities and approaches to engage potential donors.</li> </ul>	E	T
<ul style="list-style-type: none"> <li>Ability to manage own workload and use initiative as well as working collaboratively and to develop positive relationships.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to use Raiser's Edge to an advanced level.</li> </ul>	D	I
<ul style="list-style-type: none"> <li>Proficiency in creating indicative budgets to support fundraising proposals.</li> </ul>	D	A

### Attributes

<b>The successful candidate should demonstrate:</b>	<b>Essential/ Desirable</b>	<b>Tested by*</b>
<ul style="list-style-type: none"> <li>Highly motivated with excellent interpersonal skills including diplomacy and discretion.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work accurately under pressure to tight and sometimes conflicting deadlines.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>A collaborative team player, with a willingness to assist colleagues with urgent matters.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Ability to work sensitively within diverse cultural environments.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Creative and proactive in seeking new and different ways to deliver results.</li> </ul>	D	A

\* **A = application; I = interview; T = test**



## Salary and Conditions of Appointment

The post is full-time 35 hours per week, 1.0 FTE, permanent and available immediately.

The salary will be on the Professional Services scale Grade 5 in the range £36,438-£41,829 per annum (inclusive of London Weighting). The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part-time staff. In addition to this there are discretionary "Wellbeing Days". Membership of the Pension Scheme is available. The post is based in London.

LSHTM have a newly implemented Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Applications should be made on-line via our website at <http://jobs.lshtm.ac.uk>. Online applications will be accepted by the automated system until 10pm of the closing date. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet **each** of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV" will not be considered acceptable.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

We would be delighted to discuss the role further with interested candidates. Please contact Mary-Alice McDevitt, Head of Philanthropy, at:

E-mail: [Mary-Alice.McDevitt@lshtm.ac.uk](mailto:Mary-Alice.McDevitt@lshtm.ac.uk)

Tel: +44 (0)20 7612 7879

## Benefits

LSHTM offers a range of benefits to its staff, including a generous pension scheme, details of which are available [here](#).

## Asylum and Immigration Statement

The School will comply with current UKVI legislation, 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 email a copy of their passport (and visa if

applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at:  
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker>