

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



Appointment of

Director of Development and Alumni Relations

February 2024



AMERICAS ASIA PACIFIC EMEA

Contents

- 03 Message from the Director
- 04 About LSHTM
- 05 Equity, Diversity and Inclusion
- 06 Our Mission, Strategy and Values
- 07 Development and Alumni Relations
- 13 The Role
- 16 Person Specification
- 18 How to Apply





Message from the Director

Dear candidate,

I am delighted that we are recruiting for this vital position at the London School of Hygiene & Tropical Medicine (LSHTM).

LSHTM is a world-leading academic institution with a global reputation. Our focus is human health and its determinants, spread across three faculties and strengthened by the inclusion of our two MRC Units based in The Gambia and Uganda – highly successful centres of regional excellence.

LSHTM plays a critical role in helping the world respond to serious threats to human health. We were instrumental in the COVID-19 pandemic response, through our award-winning team effort including our security and cleaning staff, mathematical modellers, social scientists, alumni, and student volunteers and many more.

In the government's Research Excellence Framework (REF 2021), we were ranked first for the key measure of impact and joint 10th overall of all universities in the UK, in tables published by Times Higher Education.

Amidst a challenging external climate, continuing to diversify our income is central to enabling us to continue to have this kind of global impact, and deliver our Strategy 2022 – 27.

We are a research-intensive University, with 80% of our income derived from research. Diversifying from this position is a priority, and we do not have the luxury of a large endowment as do many of our competitors. We have made significant strides in recent years, and philanthropy has grown in prominence for LSHTM. Since 2019 our Development and Alumni Office has raised over £30m in philanthropic income.

We aspire to do more though and are now seeking to appoint a new Director of Development and Alumni Relations to work closely with me and the rest of the leadership team, providing strategic leadership in philanthropy, alumni and corporate engagement to support LSHTM's vision, values and strategy and the delivery of its mission to improve health and health equity in the UK and worldwide.

If you find our mission compelling and think that you can make a difference to an institution tackling some of the world's most pressing issues, then we hope to hear from you.

Professor Liam Smeeth

Director, London School of Hygiene & Tropical Medicine



About LSHTM

Founded in 1899, The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities. We are a network of specialist centres, units, and partners around the world, working together to achieve excellence in public and global health research, education, and the translation of knowledge into policy and practice. We do this at a local, national, and global scale. Our vision is to help create a more healthy, sustainable, and equitable world for everyone because we believe our shared future depends on our shared health.

We have over 3,500 staff conducting research in over 100 countries, and more than 4,000 students – all working with a collective purpose to improve health worldwide.

Our outstanding, diverse, and committed staff and students make an impact where it is most needed – deploying research in real-time in response to crises, developing innovative programmes for major health threats, and training the next generations of public and global health leaders and researchers. Today, our staff, students and alumni work in government, academia, international agencies, and health services across the world.

Our focus is human health and its determinants; our disciplinary spread encompasses fundamental laboratory research, bioinformatics and clinical, epidemiological and social science research; our global reach and partnerships span high-, middle- and low-income countries; we actively engage with external stakeholders to shape health policy and practice and to improve health outcomes; and we specialise in postgraduate education for future health leaders, managers and researchers across the world.



Equity, Diversity and Inclusion

Our previous Equity, Diversity and Inclusion (EDI) Strategy (March 2021 - December 2023) set out our approach to EDI and acted as a public statement of our commitment to progressing equity, diversity and inclusion. This Strategy played a key role in our EDI journey by **embedding EDI across the School**.

We will soon be publishing the next EDI Strategy which builds on the previous one to make EDI core to all our activities at LSHTM. The overarching aim of the next EDI strategy is to support the mission of LSHTM by designing EDI principles and practices as integral parts of the three main strategies: Education; Research, Innovation and Impact; and People and Culture.

These are some of the high-level themes:

- Developing inclusive leadership capacity across all levels will be key to cultivating an inclusive work and research culture that will, in turn, support diversity, enable it to thrive and contribute to the strengths of our School.
- Furthering our School's expertise in Decolonising the Curriculum.
- Advancing our School's work in developing equitable partnerships.
- Strengthening our work in anti-racism.
- Being proactive in supporting staff and students with disability including neurodiversity.
- Empowering all EDI networks and interest groups to achieve EDI goals.

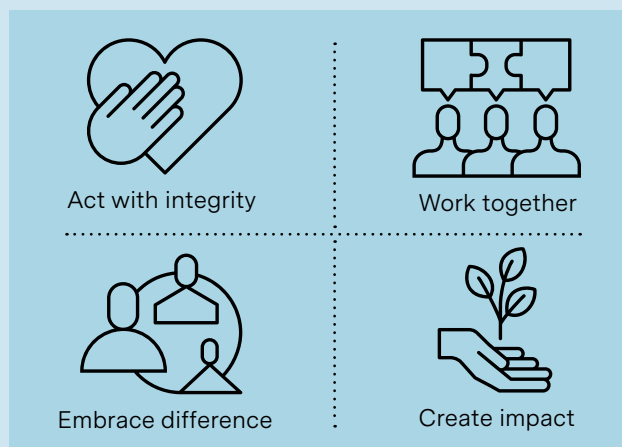


Our Mission, Strategy and Values

LSHTM's **Strategy 2022-2027** sets out our priorities across three strategic themes: research, innovation and impact; education to improve health worldwide; and thriving people and culture.

Our mission

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.



Vision 2032 & values

Our vision is for a more healthy, sustainable, and equitable world for everyone. This vision will guide our activities as we pursue our overall mission. Our values – to act with integrity, embrace difference, work together, and create impact – underpin the mission, provide purpose and direction, and express our expectations of the behaviour of everyone at LSHTM.

Our goal

Through excellent research and education, we will work together at the forefront of tackling the UK, and the world's, major challenges and opportunities in human health. This will include a focus on health inequities, the impact of climate and environmental change on health, pandemic preparedness, harnessing the potential of data science, and strengthening capacity.



Development and Alumni Relations

Our approach and strategy towards development and alumni relations are informed by, and directly derive from, our institutional Strategy for 2027. Philanthropy will play a critical role in delivering our strategy, being central to one of our **Strategy 2022 – 27** guiding principles:

Drive financial sustainability by creating a sufficient surplus to invest strategically in achieving our priorities and enabling us to respond to unexpected events. We will aim to secure a resilient funding base by concentrating on areas of strength and excellence; improved cost recovery; working with funders, donors and philanthropists; knowledge exchange and innovation activities that contribute to our mission; increased education provision; operational efficiency; and strategic disinvestment.

LSHTM is already home to an established and successful Development function. Over the past four years, we have secured more than **£30m in philanthropic income** to LSHTM, including £10m in 2021/22.

These gifts have been received from a diverse range of sources, including regular donors (often alumni), Trusts, Foundations, companies and individuals.

Our work to diversify our income is embedded in our unique identity and has been externally recognised. In 2021, we won a prestigious CASE Circle of Excellence Award for an innovative volunteering project. Building on the experience of a smaller, London-based data project during the 2014 West Africa Ebola outbreak, the Alumni team worked to establish a network of volunteers to devote small amounts of time to crowdsourced rapid data work for the WHO.

Volunteers and academics worked together to evaluate every COVID-19 intervention in the world, producing the WHO database of global interventions in response to the pandemic, allowing international comparisons and informing response efforts. More than 1,500 alumni, staff and students in over 40 countries joined forces with LSHTM experts to deliver this project and help governments around the world respond to the pandemic.

Development & Alumni Relations

Local and international donors have supported new research partnerships on hygiene and health, new MSc programmes, scholarships for students from the global south and research on climate change and pandemic preparedness. Looking ahead and whilst the activities focused on our strategic priorities continue, we also work closely with the MRC Units in The Gambia and Uganda. We plan on capitalising on a renewed interest by donors in supporting institutions based in sub-Saharan Africa.

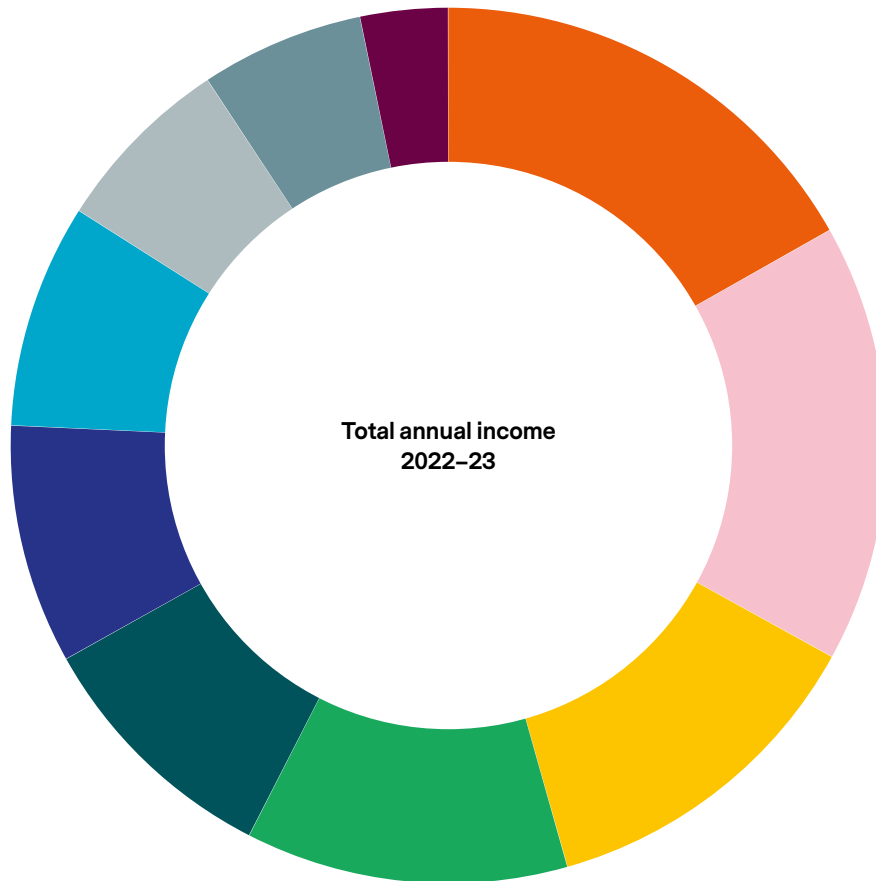
Development and Alumni Relations works closely with LSHTM's Director, Chairman of Council, Chair of Court and other senior leaders to cultivate and solicit major and principal gifts, particularly those from high-net-worth individuals. We have a strong track record of securing corporate partnerships,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



We have an award-winning alumni relations programme. In the last three years, we have won three prestigious CASE Circle of Excellence Awards (Grand Gold, Gold and Silver) for our innovative alumni engagement and volunteer programme. We also won the HEIST Gold Award two years in a row for Best Alumni and Best Engagement Programme. 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. Our international alumni events programme includes events in Nigeria, Canada, Switzerland, and the USA, as well as numerous events, lectures and receptions at our London-based Keppel Street building. LSHTM has a successful regular giving programme. Income raised supports scholarships for talented students from the UK and around the world.



Income 2022–23



UK Research Councils	£46.8m
Other funded research	£45.1m
Research England / Office for Students	£35.1m
UK government	£33.1m
Bill & Melinda Gates Foundation	£26.1m
Tuition fees	£24.6m
Other income	£23.0m
Wellcome Trust	£18.7m
European Union research	£16.8m
Donations	£9.0m

Total annual operating income

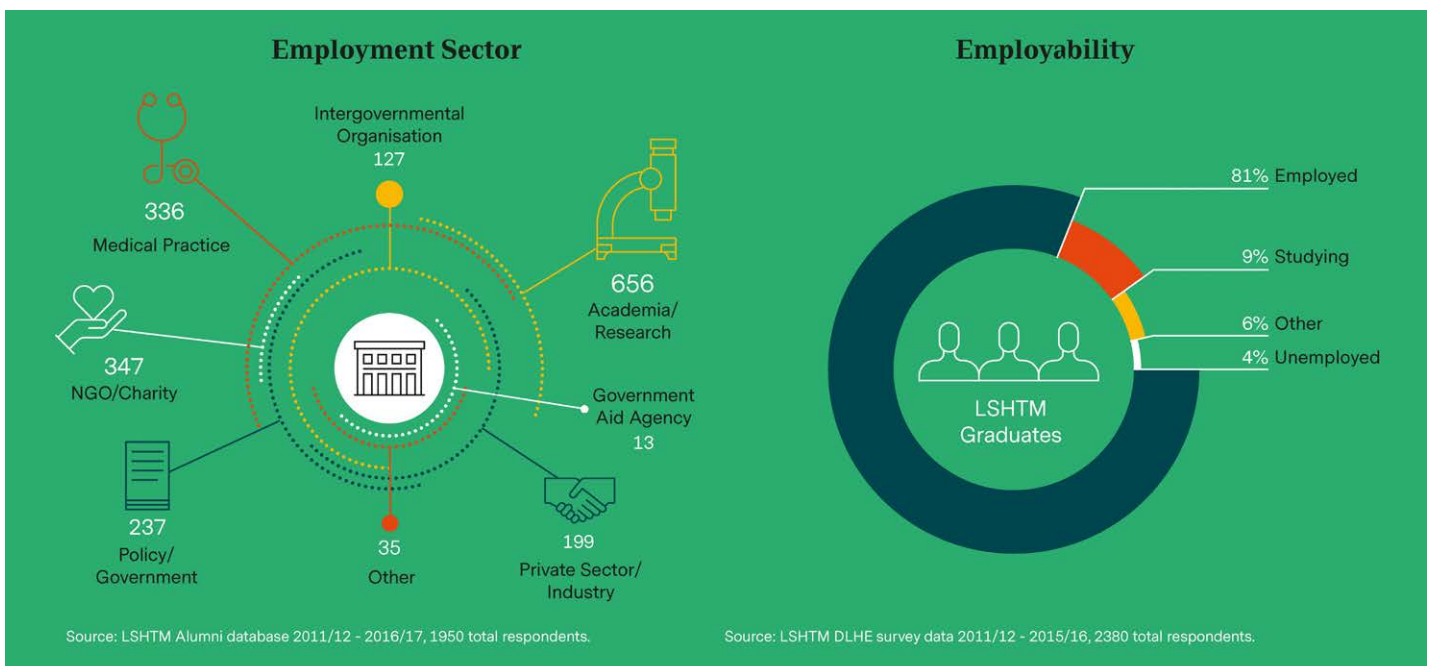
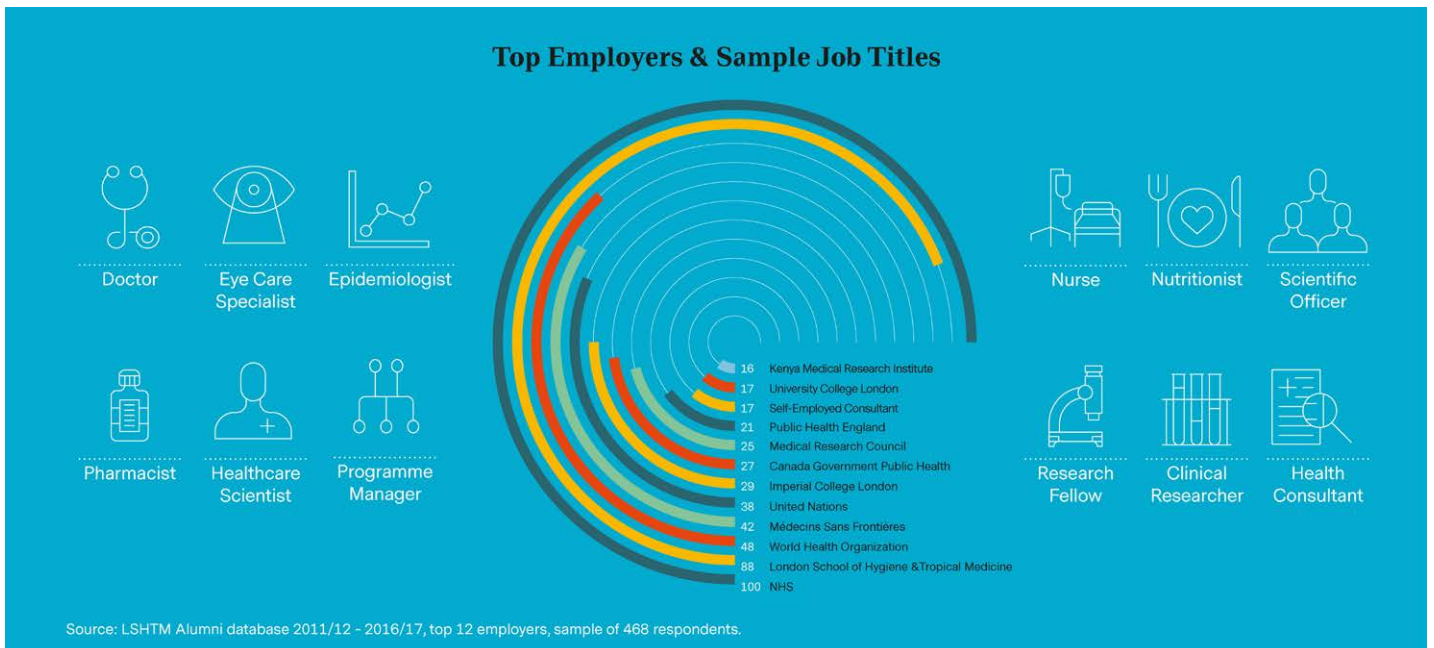
£278.2m

Total adjusted annual
operating expenditure

£277.1m

About Our Alumni

Alumni



Executive Team structure

The Executive Team is the principal body for the management and leadership of LSHTM. While the Director is accountable to Council for developing LSHTM's strategic direction, objectives and operational plans, the Executive Team work collaboratively and collectively to support these goals.

Director **Liam Smeth**

Pro-Director Research and Academic Development,
Caroline Relton

Pro-Director Education **Craig Higgins**

Director (MRC Unit The Gambia at LSHTM)
Umberto D'Alessandro

Director (MRC/UVRI & LSHTM Uganda Research Unit)
Prof Moffat Nyirenda (Incoming)

Dean Faculty of Epidemiology & Population Health
Elizabeth Allen

Dean Faculty of Infectious & Tropical Diseases
Alison Grant

Dean Faculty of Public Health & Policy **Kara Hanson**

Chief Operating Officer **Matt Lee**

Director of HR **Kessar Kalim**

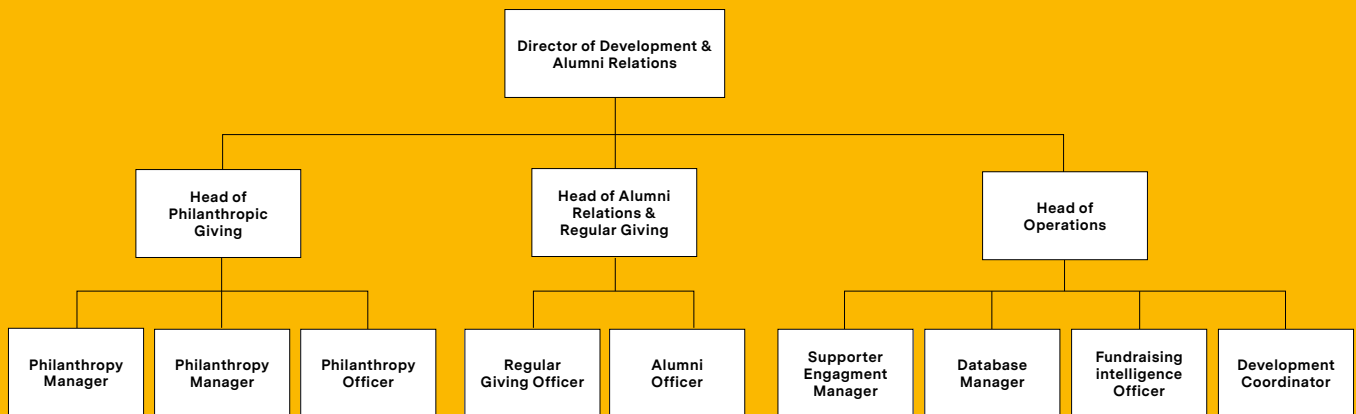
Finance Director **Andrew Dyer**

Director of Equity, Diversity and Inclusion
Roshni Mooneeram

Director of Communications & Engagement
Katie Steels



Development & Alumni Relations





The Role

Job Title: Director of Development & Alumni Relations

Department: Development & Alumni Relations Office

Faculty/Professional Service: Professional Services

Remuneration: £110,000 - £130,000 per annum

Location: Keppel Street, London

Reports to: LSHTM Director and the COO (for management and administrative issues). Also works very closely with the Chair of Council and Chair of Court.

Responsible for: Head of Alumni Relations & Regular Giving, Head of Philanthropy, Head of Operations and the whole DARO team.

The Director of Development & Alumni Relations will provide strategic leadership in philanthropy, alumni engagement, and corporate engagement to support LSHTM's Vision 2032, Values and Strategy 2022-2027. The post holder will lead the ongoing development and implementation of LSHTM's fundraising and alumni engagement strategy to enable the School to drive its mission to improve health and health equity in the UK and worldwide.

Philanthropic income, volunteer engagement and alumni relations are critical for the future progress and success of LSHTM. The postholder will spearhead the School's fundraising priorities to support its education and capacity-building needs, capital development needs and secure budget-relieving sources of income to support LSHTM's ongoing financial sustainability.

The post holder will have significant experience working across a well-established network of contacts, as well as developing new prospects and relationships to cultivate and realise major and principal giving programmes to meet LSHTM's fundraising priorities. They will have a track record of success with high-net-worth individuals, securing seven-figure gifts, securing corporate partnerships, and working with charitable trusts and foundations.

Asylum & Immigration Statement: LSHTM 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. 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.

The Role

The postholder will report to the LSHTM Director and work closely with them, the Chair of Council and the Chair of Court to shape and enact the fundraising and alumni engagement strategy. They will collaborate with the Pro-Director Research & Academic Development, Pro-Director Education, Director of EDI, three Deans of Faculty, two MRC Unit Directors and other senior staff to support them with their fundraising and alumni engagement priorities and to develop a culture of philanthropy across LSHTM. The postholder will work together with the Chief Operating Officer and Finance Director to ensure that LSHTM's philanthropic endeavours are optimised financially. They will work collaboratively with the Director of Communications & Engagement to advance LSHTM's profile and reputation on the worldwide stage.

The post holder will provide strategic and inspirational leadership for the Development & Alumni Relations team of professional services staff, focusing on philanthropy, alumni relations, regular giving, donor stewardship, research, and operations.

Main Duties and Responsibilities

Strategy and Leadership

- Responsible for providing strategic direction and leadership of LSHTM's fundraising, philanthropic and alumni engagement activities.
- Leading and overseeing the implementation of LSHTM's fundraising and alumni engagement strategy to support the priorities of the LSHTM Strategy 2022-27, including cultivating novel and innovative sources of funds beyond philanthropy.
- Creating strong internal and external relationships with senior colleagues, senior volunteers, potential supporters and donors.

- Encouraging and facilitating the involvement of academic staff to play an active part in the development of the School's profile and fundraising.
- Providing leadership and day-to-day management for staff in the department.

Development & Fundraising

- Driving communication with donors, cultivating, and securing donations, including through events and individual meetings, and liaising with staff and volunteers, as appropriate, to ensure opportunities for are developed and capitalised upon.
- Identifying potential donors and ensuring appropriate research is undertaken.
- Representing and advocating for the School in meetings with donors as required.
- Overseeing the preparation of high-quality funding proposals and cases for support.
- Developing new future opportunities by building the donor base internationally and understanding the market/fundraising landscape.
- Leading the development of stewardship and recognition programmes to maximise donor engagement with LSHTM.
- Ensuring donor requirements in relation to progress reports are provided in a timely fashion.
- Leading and co-ordinating senior volunteer boards to support the School's fundraising goals and activities e.g. Court and American friends.

The Role

Alumni & Regular Giving

- Providing strategic direction for LSHTM's alumni engagement programmes to develop an active community of alumni and volunteers in support of LSHTM's strategic priorities, for instance as ambassadors around the world for LSHTM's education provision.
- Overseeing the School's alumni relations activities including communications, events, volunteering, and a network of international chapters.
- Overseeing the development of LSHTM's annual giving programme and approach to growing LSHTM's legacy pipeline.

Management

- Ensuring effective use and control of all resources allocated to the department and advising on the resources needed for its successful operation.
- Overseeing the DARO operational plan and achievement of objectives and targets.
- Providing support and reports to relevant committees, including the Council, as required.
- Monitoring the progress of fundraising activities, including through the maintenance of appropriate systems and records.
- In liaison with the Finance Director, ensuring funds are secured, recorded and spent in line with LSHTM's financial fundraising parameters and School financial regulations.
- Overseeing the development and maintenance of policy and procedures to ensure LSHTM is compliant with legal and regulatory requirements and best practices in fundraising and development, including

but not limited to prospect research, due diligence, ethical screening and data protection requirements.

- Undertaking any other duties as may be appropriately delegated by the Director of the School.

Additional Information

- The post holder will need to undertake international travel and may need to work irregular hours in liaising with donors, alumni and friends around the world.

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 consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the Director, Chief Operating Officer and other members of the Executive Team.

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 and Development Review (PDR).

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.

Competency	Evidence	E/D
Education, Qualifications and Training	• Degree or equivalent qualification, and/or substantial relevant experience.	E
	• Evidence of further professional development including in relation to fundraising.	D
	• A relevant postgraduate qualification.	D
Experience	• Experience in developing and implementing fundraising and alumni engagement strategies, including the setting of strategic objectives and targets.	E
	• Experience working in development in higher education, health, or international development environments.	D
	• Proven successful experience and track record of fundraising, including from philanthropic sources, securing seven-figure gifts and with senior involvement in successful major campaigns.	E
	• Proven experience within key international fundraising markets, including the east/west coast of the USA, Africa, Asia and some European regions.	E
	• Experience of working internationally.	D
	• Proven effective leadership, direction and experience in successfully managing a team with varied roles and responsibilities.	E
	• Excellent project management skills including budget and resource management and the ability to manage competing priorities.	E

Person Specification

Competency	Evidence	E/D
Knowledge	<ul style="list-style-type: none"> • Knowledge of legal and regulatory requirements and good ethical practice in fundraising and alumni relations. 	E
	<ul style="list-style-type: none"> • Knowledge of the effective development and utilisation of fundraising databases and management information systems. 	E
General	<ul style="list-style-type: none"> • Highly developed interpersonal and diplomacy skills. 	E
	<ul style="list-style-type: none"> • Outstanding communication skills, written and oral, and experience in presenting to a wide range of stakeholders, including those at a most senior level. 	E
	<ul style="list-style-type: none"> • Proven ability to work under own initiative and collaboratively. 	E
	<ul style="list-style-type: none"> • A strong personal and professional commitment to Equity, Diversity and Inclusion with an understanding of the issues affecting different equality groups. 	E
	<ul style="list-style-type: none"> • Ability to foster and nurture relationships with staff at all levels within LSHTM. 	E
	<ul style="list-style-type: none"> • Ability to work sensitively within diverse cultural environments. 	E
	<ul style="list-style-type: none"> • The ability to apply judgement and to engage the support of others, adapting styles and approaches as appropriate. 	E

How to Apply

LSHTM will be supported in this appointment by the executive search firm, Perrett Laver. Perrett Laver will support the selection committee in the discharge of its duties, both to assist in the assessment of candidates against the requirements for the role and to identify the widest possible field of qualified candidates.

Applications should consist of a full curriculum vitae detailing professional qualifications and experience, accompanied by a covering letter describing briefly how candidates meet the candidate specification outlined in this document, why the appointment is of interest, and what they believe they can bring to the role.

For a confidential discussion about the role, please contact Arshya Dayal at arshya.dayal@perrettlaver.com.

To apply, please visit <https://candidates.perrettlaver.com/vacancies/> quoting reference **7149**.

The closing date for applications is **Sunday 17th March 2024 at midnight GMT**.

Interviews will take place in May.

LSHTM is committed to being an equal opportunities employer. 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.

All candidates are also requested to complete an online Diversity Monitoring Form which will be found at the end of the application process. This will assist the University in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Diversity Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website: <http://www.perrettlaver.com/information/privacy/>.



AMERICAS ASIA PACIFIC EMEA

One Embassy Gardens,
8 Viaduct Gardens,
London,
SW11 7BW,
UK.
+44 (0) 20 7340 6200