



UNIVERSITY OF LEEDS

CANDIDATE PACK

# Senior Development Manager

(Temporary 12 month cover) Advancement Team



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## Welcome from the Head of Transformational and Major Giving

### Thank you for your interest in joining the Transformational and Major Giving team at the University of Leeds.

It's a really exciting time for us as we scale up our fundraising efforts to deliver significant philanthropic growth at the University of Leeds.

The Transformational and Major Giving team is responsible for securing major (£25,000 - £1m) and transformational (£1m+) donations. These include gifts and legacies from individuals (alumni and non-alumni), as well as donations from Trusts and Foundations and companies. We develop relationships with potential donors and philanthropic partners to engage them more deeply with the University and its work, and to identify areas of shared interest and strategic priority for philanthropic investment.

We are a passionate, dedicated team focussed on delivering ambitious philanthropic goals to advance educational and research projects which could help address global challenges and decrease inequalities. We embrace the values of equality, diversity and inclusion in our community and strive to provide an inclusive environment where everyone feels involved and supported to make a difference.

Transformational and Major Giving sits alongside Regular and Leadership Giving and Fundraising Delivery in Philanthropy, which together with Engagement and Advancement Operations comprise the University's Advancement team.

I am really proud of our team's many achievements, which include the successful delivery of the University's £100 million Making a World of Difference fundraising campaign. As we take the next step in our philanthropic journey at Leeds, we would welcome a conversation with you about this key, interim role in our team.

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**Vicky Treherne**  
**Head of Transformational and Major Giving**



# Senior Development Manager

## Advancement Team

**Would you like to join a collaborative and passionate fundraising team which is raising funds to meet ambitious targets in a university committed to reducing inequality and shaping a better future for humanity?**

The Senior Development Manager is responsible for managing a portfolio of alumni, trusts, foundations and friends of the University capable of making gifts at the six and seven figure plus level. Working collaboratively with colleagues in the Advancement Team and the wider university, you will engage prospective donors using your stakeholder development skills to build relationships and secure significant and transformational gift donations in support of philanthropic priorities which are aligned with the University's Universal Values, Global Change 2020-2030 strategy.



You will also lead a small team of major gift fundraisers, motivating them to maximise the giving value from their own fundraising portfolios. The role sits within the Transformational & Major Giving team and is crucial to success at a time of increased philanthropic ambition in the Advancement Team.

In order to be successful in this role, you will have a sustained track record of raising donations at 6 figures and above, capability to work with senior stakeholders across a complex organisation to craft bespoke fundraising propositions and the ability to lead and motivate a small team of major gift fundraisers.



# What does the role entail?

## As a Senior Development Manager, your main duties will include:

- Managing a mixed portfolio of significant prospective major and transformational gift donors, including alumni, non-alumni and trusts and foundations;
- Building effective relationships with potential donors through one-to-one and group engagement, presenting a compelling case for supporting the University of Leeds;
- Developing creative and effective engagement and stewardship strategies for prospective donors and proactively implementing these to achieve a target of £1m+ per year and other KPIs;
- Developing engaging and persuasive written proposals for agreed fundraising priorities and tailored to each specific donor's interests and preferences;
- Leading and implementing the fundraising strategy for specific projects or themes amongst the University's agreed fundraising priorities.
- Working in partnership with the Fundraising Delivery Team to identify and work up bespoke giving opportunities for transformational gift donors that match their passions with university priorities;
- Leading a small team of fundraisers, managing them and motivating them to meet individual targets and KPIs;
- Liaising effectively with colleagues in the Advancement Team to strengthen the donor pipeline from regular giving to major gift (£25K+), transformational (£1m+) and legacy giving;
- Working with donors to maximise their immediate and long-term philanthropic contributions to the University, conveying the importance of legacy gifts alongside lifetime giving;
- Working closely with the Donor Relations Team to ensure donors have a positive experience of giving to Leeds;
- Building effective partnerships with senior academic and professional services colleagues to make a strategic contribution to developing fundraising propositions and bespoke giving opportunities for the University's biggest donors;
- Working closely with colleagues to ensure the fundraising programme is successfully implemented and co-ordinated, ensuring there is an appropriate programme of communication, activities and events through which to inspire prospective donors to give financial support, and to nurture enduring relationships which will lead to additional support;
- Ensuring that team members are actively engaging with the Raiser's Edge Database and leading by example in maintaining appropriate and up-to-date records of contacts and outcomes to ensure effective tracking of relationships;
- Maintaining an up-to-date knowledge of giving methods and tax effective giving, University priorities, a good general knowledge of the University and its news, and to share information and new items with colleagues;
- Leading by example, coaching and mentoring less experienced fundraisers across Advancement to encourage best practice and support philanthropic success;
- Working closely with the other Senior Development Managers and the Head of Team to ensure there is a collaborative and consistent approach to working together to achieve income targets;
- Leading thematic areas of strategic priority, working with the Head of Team to drive forward fundraising from specific constituencies, or priority projects of strategic importance to the Transformational and Major Giving Team.

*Please note that occasional evening and weekend work will be required, as well as UK travel.*

*These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.*



# What will you bring to the role?

## As a Senior Development Manager you will have:

- A sustained track record of meeting targets and raising complex 6 figure+ donations from individual and foundation donors;
- Experience of high-level relationship management in a complex organisation with an ability to proactively manage a portfolio of prospective donors and develop creative strategies to engage them;
- Excellent interpersonal skills with the necessary listening, facilitation, negotiation, and diplomatic skills to represent the University at the highest levels and to achieve immediate credibility and influence with senior stakeholders internally and externally;
- Experience of line-management and an ability to manage and motivate a small team of fundraisers to achieve targets and meet KPIs;
- Excellent spoken and written communication skills, with an ability to craft fundraising propositions and translate specialist information into compelling, clear messages for prospective donors;
- Well-developed lateral thinking skills with a high level of initiative and the ability to deploy problem solving, resourcefulness and tenacity to meet objectives.

## You may also have:

- Experience of major gift fundraising in a Higher Education context or experience of corporate fundraising;
- Experience of securing income from Trusts and Foundations and organisations, or managing tender/bidding application processes;
- Knowledge or experience of securing income for health or STEM related projects or causes.



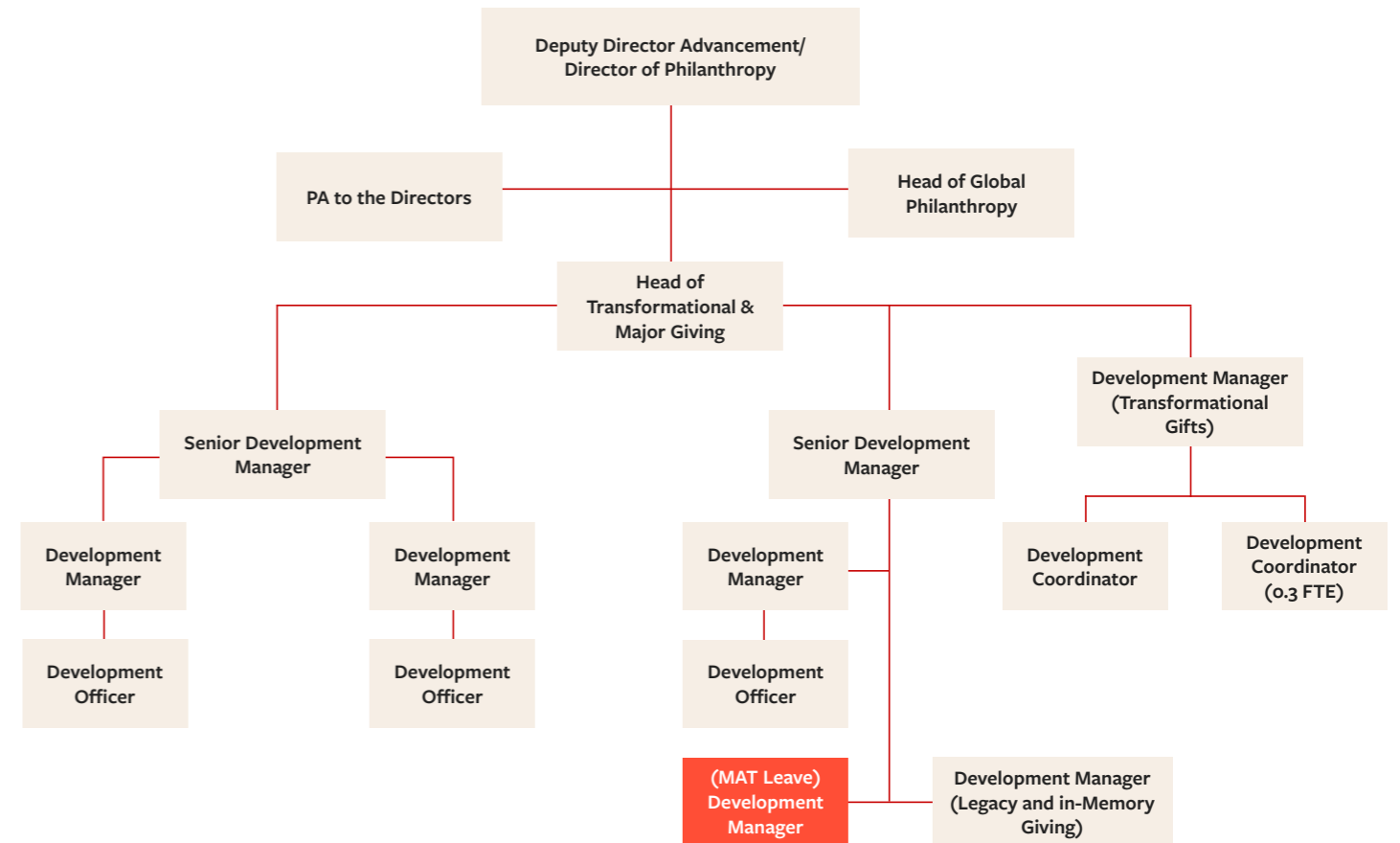
# Our Culture



Here at the University of Leeds, the way we work together is shaped by our values of academic excellence, community, professionalism and integrity. We are committed to providing a culture of inclusion, openness, respect and equality of opportunity that attracts, supports, and retains the best students and staff from all backgrounds and from across the world.

Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

# Organisational Chart



# Our Benefits



**We are a large and diverse organisation – with more than 10,000 staff from more than 100 different countries, and one of the largest employers in Leeds. We offer a range of generous benefits for our employees, which include:**

- ✓ 26 days holiday plus 16 Bank Holidays/days that the University is closed by custom (including Christmas) – which is over 40 days a year
- ✓ Pension benefits and maternity, paternity and adoption leave
- ✓ On-campus childcare facilities
- ✓ Flexible working opportunities – not every job needs to be in the office 5 days a week
- ✓ A range of wellbeing services, including discounted healthcare
- ✓ A raft of offers for shopping and leisure
- ✓ Travel discounts and sustainable Cycle to Work scheme.

# How to apply

Valued Recruitment is working exclusively with the University of Leeds to recruit for their Advancement team. We are an ethical recruitment company, intent on hiring inclusively and transparently.

**The closing date for this role is Monday 29<sup>th</sup> June.**

To apply, we welcome a CV and a 1-2 page covering letter detailing your interest in the role. Please send this to [anna@valued-recruitment.co.uk](mailto:anna@valued-recruitment.co.uk)

There will be two stages of interview, the first one virtual and the second stage will be in person.

**1<sup>st</sup> Stage Interviews (virtual):**

w/c 6<sup>th</sup> and w/c 13<sup>th</sup> July

**2<sup>nd</sup> Stage Interviews (in person):**

w/c 20<sup>th</sup> July

Accessibility is incredibly important to us here at Valued Recruitment and at the University of Leeds. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

## Terms and Conditions

- Contract – temporary 12 month cover.
- Salary – Grade 8 £51,753 - £59,966 (Discretionary £61,759 - £65,509 for exceptional performance)
- Full time with scope for part-time from 80% FTE and flexible working. The role is campus based but has opportunity for hybrid working.
- Annual leave – 26 days annual leave + bank holidays + additional University leave = 42 days per annum.
- Hybrid working – currently we work 2 days in the office as a minimum (Please note, our team meets in person on Wednesdays).