

Job Description

Staffordshire University Services Ltd

General Details

Job title:	Development Officer (EP19/05)
School/Service:	Employer Partnerships
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours p/w
Grade/Salary:	Grade 5
Date Prepared:	October 2019

Job Purpose

To drive University advocacy and philanthropy through fundraising in the form of regular gifts, individual gifts, legacy gifts and funding from trusts and foundations.

To research, analyse, update and assess information on potential sources of philanthropic funds including alumni and supporters of the University that informs and underpins the activities of Development and Alumni Relations.

Relationships

Reporting to:	Head of Development and Alumni Relations
Responsible for:	

Main Activities

1. To develop cultivation, solicitation and stewardship strategies for mid-level and major gift prospects.
2. To develop and implement a thoughtful strategy for each prospect/donor, including ways to increase involvement in University activities.
3. To utilize both current and planned gift opportunities to best meet donors' needs, philanthropic interests and financial capabilities.
4. To support criteria setting for bursary and scholarship programmes and gift agreement development.
5. To undertake and/or commission research, analysis and due diligence that generates donor and prospect insight to inform fundraising activity.
6. To source, evaluate and record information about individuals / entities from a wide variety of sources such as internal databases, internet, hard copy publications, periodicals, purchased databases, personal contacts and other media. It includes ongoing assessment, searching, sifting and coordination of this information to

expand the range and extent of insight and build a profile of an individual/organisation's capacity and propensity to make an ethical philanthropic gift.

7. To work alongside the Head of Development and Alumni Relations to plan, develop, prioritise and review prospect portfolios and establish a detailed knowledge of the prospect relationship. To debrief fundraisers after prospect meetings to ascertain future information requirements and ensure that new information is recorded and included in the prospect profile.
8. To ensure the effective dissemination and communication of prospect research and its analysis, including creating reports and writing briefings for use by Development and Alumni Relations and other colleagues to inform their fundraising planning and prospect activity, including suggestions for potential engagement strategies and timelines for completion of tasks.
9. To build a detailed knowledge and understanding of potential donors and generate insight into donors and stakeholders to support decision making.
10. To keep up to date with data protection legislation (GDPR) and new information resources as they become available (e.g. commercial databases of publicly available information, periodicals etc), evaluating their relevance for the purposes of prospect research, and making recommendations to purchase as necessary.
11. To proactively monitor public sources of information to identify potential development and alumni leads including press cutting services.
12. To record and monitor impact of fundraising activity.
13. To manage Staffordshire University alumni and development records and work with colleagues in CRM, SITS and Digital Services to ensure effective data management.
14. To provide robust data to support fundraising and alumni relations events and campaigns.
15. To manage data cleansing, housing suppliers where necessary to manage day-to-day administration.
16. To contribute to the maintenance of a safe and healthy work environment within the Service.

Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.