



Candidate Information

Position:	Development Managers (Major Gifts)
School/Department:	Development and Alumni Relations Office
Reference:	22/110439
Closing Date:	Monday 5 December 2022
Salary:	£35,333 - £42,155 per annum.
Anticipated Interview Date:	Friday 16 December 2022
Duration:	Two posts available - 1 permanent and 1 Maternity cover for 12 months

JOB PURPOSE:

To generate philanthropic income for Queen's University Belfast's strategic priorities by raising funds from individuals and businesses.

MAJOR DUTIES:

Clinical:

1. To achieve or exceed agreed fundraising targets through engagement, cultivation and solicitation of major gifts from prospects and existing donors, guided by a clearly defined set of monthly key performance indicators.
2. To work with the research team, and independently, to identify and engage prospects in Northern Ireland, GB, ROI and international markets, as required, to financially support priority projects and develop appropriate cultivation plans.
3. Manage a portfolio of approximately 50-80 prospects and donors, taking responsibility keeping this list active and up-to-date, ensuring any principal gift prospects are identified effectively to allow for appropriate cultivation.
4. To use excellent written communication skills to tailor and/or develop compelling fundraising information, proposals, and reports to inspire prospects to support the University.
5. To establish relationships and work collaboratively with academics, senior officers of the University, volunteers and colleagues in the Development and Alumni Relations team and to develop compelling fundraising propositions that enthuse and inspire prospects to support our work.
6. To undertake and manage all correspondence with donors including written confirmation of gifts and pledges.
7. To accurately and diligently record prospect information gathered in the cultivation and stewardship process on the database, to facilitate future fundraising and stewardship activity, in accordance with current procedures. This will include providing regular updates on pipeline forecasts to the Head of Philanthropy, ensuring any risks are identified early and where possible.
8. To develop appropriate stewardship plans for donors, and account management plans for corporate sponsors - working closely with colleagues across the University to implement. To work with donor relations team to develop and execute excellent, thoughtful stewardship that results in retention of prospects and uplift of gifts.
9. To produce high quality, thorough briefings – written and verbal - for colleagues and senior management prior to meetings with major donor prospects and donors.
10. To serve as a liaison between staff, senior members of the academic and wider University community and Development and Alumni Relations Office colleagues as required to ensure proposals and conversations with prospects are accurate and reflect priorities.
11. Raise the profile of the work of the Development and Alumni Relations Office team, in particular philanthropic giving, amongst academic and academic support colleagues across the University.
12. To provide support for the Head of Philanthropy and Assistant Director (Philanthropy) on principal donor work, and any other work as required.
13. To support other areas of fundraising and/or fundraising priorities as appropriate.

ESSENTIAL CRITERIA:

1. Minimum of Degree (or equivalent) OR Substantial relevant experience.
2. A minimum of 3 years' recent relevant experience in a fundraising, business development or sales environment.
3. Experience of account management/stewardship.

4. Proven track record of meeting financial targets.
5. Proven track record of successfully conducting negotiations.
6. Demonstrable ability to work on multiple projects and maintain a systematic and methodical approach.
7. Demonstrable ability to understand complex projects and present these to potential non-specialist supporters.
8. Computer literacy including Word, Excel and PowerPoint.
9. Demonstrable ability to interpret reports and understand budgets.
10. Exceptional oral and written communication skills.
11. Creative thinker; able to think and plan strategically; intuitive; good negotiating skills; able to build effective relationships and to influence at senior level; tactful; attention to detail.
12. Demonstrable ability to prioritise and make decisions.
13. Superior interpersonal skills; confident and courteous.
14. Ability to travel with access to a car or the ability to fulfil the mobility requirements of the post.
15. Ability to work irregular hours in accordance with the needs of the post.

DESIRABLE CRITERIA:

1. Relevant experience of working on fundraising campaigns.
2. Relevant experience of working with or fundraising from high-net-worth individuals.
3. Demonstrable knowledge of Raiser's Edge or other CRM database.
4. Demonstrable Interest in academic life; an understanding of and strong commitment to education.