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| **Post Details** |
| **Faculty/Administrative/Service Department** | Advancement  |
| **Job Title** | Advancement Officer |
| **Job Family**  | Professional Services | **Job Level**  | 4 |
| **Responsible to** | Advancement Manager |
| **Responsible for (Staff)** | None |
| **The role** |
| At the University of Surrey, our research seeks to answer global challenges, drive innovation and deliver real-world solutions to society’s biggest problems. We are committed to training the next generation of experts and innovators who will drive positive change for society and this role is key in helping us to achieve this. You’ll engage alumni, friends, corporates and trust and foundations by building and cultivating long-term relationships. You’ll be responsible for soliciting gifts, stewarding existing donors, and engaging alumni through volunteering opportunities and events.University fundraising is a truly inspirational and fascinating environment to work in. As a team we work together to raise funds for cutting-edge research and innovations that will make a positive impact on communities around the globe. For example, research that tackles the diagnosis and treatment of those suffering from long-term conditions such as cancer and dementia, as well as research that reduces the impact of climate change to help society live more sustainably. We also ensure that students, regardless of their personal circumstances, have the opportunity to study at Surrey. The Advancement Officer role will contribute to fundraising for these priorities.This is an exciting opportunity to work, grow and develop within an established and successful fundraising team as we continue in our ambitious university-wide fundraising campaign [The Future Say Surrey](https://thefuturesays.surrey.ac.uk/). |
| **Key Responsibilities**  |
| 1. Support the Advancement Team with its fundraising priorities to achieve a personal fundraising financial target.
2. Manage a portfolio of alumni, trusts and foundations, and other relevant prospects/donors, who have a potential interest in the relevant University’s teaching, research and programmes.
3. Research potential donors and prospects and cultivate them through face-to-face and virtual meetings, phone calls, and regular communications. Develop individual engagement plans for prospects with the aim of soliciting gifts for identified projects.
4. Steward existing donors, including writing donor reports and using other creative ways to thank donors for their support and engage with them throughout their donor journey, helping to secure a repeated cycle of giving.
5. Identify emerging priorities for philanthropic support within the relevant Faculty and work closely with academics to prepare cases for support and develop appropriate proposals for a philanthropic audience.
6. Support the relevant Faculty with alumni engagement opportunities, including volunteering and events.
7. Record all alumni and donor interactions on the Raiser’s Edge/NXT database.

**N.B. The above list is not exhaustive.** |
| **Person Specification**  |
| **Qualifications and Professional Memberships** |  |
| Degree, HND, NVQ 4 qualified or equivalent, plus relevant work experience e.g. in fundraising, marketing or sales.Or:Significant relevant work experience e.g. in fundraising, marketing or sales.  | E |
| **Technical Competencies (Experience and Knowledge)** | **Essential/Desirable** |
| Successful previous fundraising experience, or relevant marketing/sales experience. | E |
| A track record in managing a portfolio of donors/clients and potential donors/clients, with demonstrated success in developing and maintaining relationships. | E |
| Demonstrable experience in managing and soliciting five and six figure gifts or equivalent sales/marketing targets. | E |
| Experience of writing donor/customer reports, fundraising/sales/marketing proposals, and/or fundraising/sales/marketing copy that has led to successful outcomes.  | E |
| Experience of developing good working relationships with internal/external stakeholders to find funding/sales/marketing opportunities and developing attractive cases for support/persuasive sales/marketing materials. | E |
| Experience of at least one of the following: major donor fundraising or trust fundraising or corporate fundraising. | D |
| Experience of fundraising for a health or environmental related cause or in an educational setting. | D |
| Experience of legacy fundraising. | D |
| Experience of using the Raiser’s Edge/NXT database or other similar CRM database.  | D |
| **Special Requirements:**  |  |
| Weekend and evening work will be required at times as well as some overnight travel in the UK and potentially internationally.  | E |
| **About us** |
| **University of Surrey**At the University of Surrey, our research seeks to answer global challenges, drive innovation and deliver real-world solutions to society’s biggest problems. We are committed to training the next generation of experts and innovators, who will drive positive change for society. We strive for Surrey to be a place where everyone feels welcomed, valued and safe. Our vision to be a leading global university relies on our proven ability to attract the best people to work and study here; this can only be achieved when we work together to create a truly inclusive culture. **Advancement**The role of the Advancement Office is to build and maintain connections with a wide group of stakeholders to secure philanthropic support for the University. Advancement works in partnership with academic and professional colleagues throughout the University to build enduring relationships with external constituencies – including alumni, non-alumni, corporate and foundation donors – and to increase financial support for agreed academic priorities.Advancement is a team of 28 split into two teams – Alumni and Supporter Engagement and Philanthropy. The team’s culture is professional, collaborative and customer focused. Transparency, flexibility, proactivity, integrity, respect, tenacity, motivation and commitment are all valued. All members of the team act as positive ambassadors for Advancement and for the wider University.   |
| Department Structure Chart * FEPS: Faculty of Engineering and Physical Science
* FHMS: Faculty of Health and Medical Science
* FASS: Faculty of Arts and Social Sciences
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