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| **Post Details** | | **Last Updated: 12/06/2024** | | | |
| **Faculty/Administrative/Service Department** | Advancement | | | | |
| **Job Title** | Advancement Manager | | | | |
| **Job Family** | Professional Services | | **Job Level** | 5 | |
| **Responsible to** | Head of Philanthropy | | | | |
| **Responsible for (Staff)** | Advancement Officer for FEPS | | | | |
| **Job Purpose Statement**  The Advancement Manager, Faculty of Engineering and Physical Sciences will lead and develop the philanthropic fundraising strategy, philanthropic commercial partnerships and alumni relations to support the advancement of the Faculty and its associated Centres, to maximise funding opportunities for its support and development.  The post will develop, lead and implement a fundraising strategy to secure new connections, funds and partnerships for the Faculty of Engineering and Physical Sciences and the University of Surrey. The post holder will draw on specialist expertise and skills in order to provide strategic advice and leadership on developing and identifying fundraising and new business opportunities. They will act as a key relationship manager for individual donors, companies and trusts and foundations with a view to leading them towards providing support for agreed projects within the Faculty and the University. They will establish, build and maintain strong working relationships with the Faculty’s academics and leadership to ensure fundraising success and work closely with the Faculty and Advancement to support engagement. | | | | | |
| **Key Responsibilities** | | | | | |
| 1. To develop, lead and implement a fundraising strategy and campaign to secure new funds for the departments within the Faculty of Engineering and Physical Sciences aligned to their funding priorities. 2. Identify, research and cultivate potential/current donors and prospects, seeking to identify areas of shared interests held with the University. Develop pathways of interest, participation and involvement that lead to tangible support for the departments of the Faculty and its associated Centres principally through philanthropy (with the exception of the Centre for Environment and Sustainability). 3. To develop individual solicitation strategies for major prospects and, where appropriate, to ask prospects for gifts and to support academic colleagues and volunteers in this process. 4. To manage the Faculty’s relationship with a portfolio of donors including leading executives, business figures, companies, other individuals and family and non-family charitable trusts, with a known or potential strong interest in Science and engineering teaching, research and programmes. 5. To have primary responsibility for philanthropic activities and enquiries within the Faculty. 6. To work closely with senior academic and Advancement colleagues, to identify emerging priorities and projects, prepare powerful case statements and to develop, commission and edit appropriate proposals, publications and materials aimed at relevant donor audiences. 7. To act as a key relationship manager for private individual donors, companies and trusts and foundations with a view to leading them towards providing support for agreed projects within the Faculty and its Centres, as outlined above.   **N.B. The above list is not exhaustive.** | | | | | |
| All staff are expected to:  * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake such other duties within the scope of the post as may be requested by your Manager. * Work supportively with colleagues, operating in a collegiate manner at all times.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. | | | | | |
| **Elements of the Role** | | | | | |
| **Planning and Organising**   * The post holder will develop and implement plans for engagement with current and potential donors to the Faculty and University. The post holder will need to be adept at changing plans to accommodate changing circumstances. * There is a requirement to develop plans for income and research growth that ensures strategic alignment of philanthropic fundraising priorities with the Faculty’s and associated Centres vision and priorities. * The post holder has latitude and opportunity to consider the best course of action in developing projects. Where plans and projects are particularly complex these will need to be referred to the Head of Philanthropy for guidance and/or decision before implementation. | | | | | |
| **Problem Solving and Decision Making**   * The post holder is expected to exercise personal initiative and sound analysis to identify and put forward suggestions to support the Faculty to achieve its strategic objectives. * The post holder has the freedom to decide how to best focus their resource to meet fundraising need with limited available resource, decisions will need to be made on how to have maximum impact in both the short and medium term, manage expectations and agree timescales. * They are required to define a problem or issue and will be required to apply analytical, interpretative and constructive thinking in finding solutions. * The role is heavily dependent on building successful relationships, the post holder will be required to influence decision makers and have high level communication skills. | | | | | |
| **Continuous Improvement**   * Continue to develop the donor relationships by maintaining a high quality of service, and range of engagement activities, aimed at expanding the nature and frequency of contact and activities between the fundraiser, academics and donor. * The post holder is expected to suggest innovative improvements. | | | | | |
| **Accountability**   * There is scope for the post holder to apply judgement and initiative when managing their workload, including any medium and long-term priorities and when responding to any conflicting demands. Answers to challenges faced will normally be identified from previous experience. * The post holder will often work as the first point of contact for potential/current donors and prospects and therefore the reputation of the school and the development of effective relationships will have a significant impact. * The post holder has responsibility for developing opportunities and achieving philanthropic income and engagement targets for the Faculty and its Centres. | | | | | |
| **Dimensions of the role**   * The post holder will have responsibility for managing relationships and monitoring the appropriate spend of gift (which could be anything from £500 and above). Whilst it won't be the responsibility of the post to spend this they will have a role in ensuring that the donor receives a report on how the money is spent. * The post holder may have responsibility for the management of a small budget. | | | | | |
| **Supplementary Information**   * Fundraising activities are relatively new and emerging at the University; this post will play a significant role in increasing the amount of fundraising activity and engagement, building a culture of philanthropy throughout the Faculty. * The post holder will need to be highly opportunistic and to take initiatives on their own when the situation demands it and have a talent for developing and maintaining donor interest in the Faculty projects. The will need to have the ability to understand the viewpoint and work of academics to maximise their contributions. | | | | | |
| **Person Specification** | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| Professionally qualified with a relevant degree/postgraduate qualification, with significant relevant experience.  OR  Substantial vocational experience, demonstrating professional development through involvement in a series of progressively more demanding and influential work/roles, supported by evidence of significant development of appropriate specialist knowledge. | | | | | E |
| **Technical Competencies (Experience and Knowledge)** | | | | **Essential/ Desirable** | **Level**  **1-3** |
| Understanding of the Social Sciences and the major sources of philanthropic funding (individual, trust and corporate sectors). | | | | E | 3 |
| Significant major gifts fundraising/marketing/sales experience, including proven success in securing gifts or sponsorship in the UK and/or internationally | | | | E | 3 |
| An interest in and passion for Science and Engineering, higher education and an understanding of the University of Surrey, its mission and its need for external funding. | | | | E | 2 |
| Experience of an institution which is both international and complex. | | | | D | n/a |
| **Special Requirements:** | | | | | **Essential/ Desirable** |
| Weekend and evening work will be required at times as well as some overnight travel in the UK and internationally. | | | | | E |
| **Core Competencies** | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Continuous Improvement  Problem Solving and Decision Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 3  3  3  3  2  2  3  3  2  2 |
| **Organisational/Departmental Information & Key Relationships** | | | | | |
| Background Information  The role of the Advancement Office is to build and maintain connections with a wide group of stakeholders to help secure philanthropic support for the University. The Advancement Office 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.  The Office was established in 2003 and, since 2010, has embarked on a focused strategy to increase engagement and the consistency of both fundraising and alumni relations activity.  The Advancement Office is a team of 28 split into three teams – Alumni and Supporter Engagement, Advancement Services and the Philanthropy Team. 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 the Office and for the University.  The post-holder will work closely with academic and professional staff in both the Advancement Office and Faculty. | | | | | |
| Department Structure Chart | | | | | |
| Relationships **Internal**   * Faculty & University Senior Management Team– to advise on fundraising strategies and opportunities * Faculty Associate Deans for Research and academic staff – to promote fundraising engagement activities and to support staff through the cultivation, solicitation and stewardship processes * Advancement colleagues and Research and Education Managers * Other University departments, including Marketing and Communications, Planning, IT and Human Resources, for support activities relating to fundraising and the development of key performance indicators   **External**   * External donor/potential donors, including individuals, companies, trusts and foundations, charities and others * Volunteer helpers and advisers, including board members, alumni, former staff, local influencers. | | | | | |