

# CANDIDATE PACK

FUNDRAISING AT SURREY

APPLICATION CLOSING DEADLINE:  
23:59 SUNDAY 20 OCTOBER 2024





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# MESSAGE FROM OUR VICE CHANCELLOR



## THANK YOU FOR YOUR INTEREST IN JOINING US AT THE UNIVERSITY OF SURREY

Surrey is made up of many talented individuals who make us a great institution. And working together with partners and collaborators from institutions, businesses and governments make us even stronger.

Since the University's founding in the 1960s, and before that at Battersea College, our community has thrived on strong connections with the world outside our campus. This spirit of collaboration is evident across the University today at every level. It informs our teaching, adds value to our research and increases our impact – connecting people with ideas, students with opportunities and businesses with technology.

Collaboration begins with the connections we make in our community, supporting projects that make a difference locally, and extends to our global partnerships that are enabling transformative research and innovation that brings great benefits to society.

The impact of Surrey's research plays a significant role around the globe and will continue to do so as we invest in our students and strong research capabilities. Our pan-university Institute for People-Centred Artificial Intelligence aims to augment human capabilities by delivering benefits of Artificial Intelligence to all. The new Surrey Institute for Sustainability will maximise the positive impact of our research in sustainable living, net-zero energy and clean air.

The Surrey Medical School will train a new generation of doctors and investigate innovative solutions to healthcare for humans and animals.

There's real energy, momentum and ambition to Surrey and our reputation, as evidenced by numerous rankings, remains on an upward trajectory.

At Surrey, we are continuously redefining and joining together the many spheres that surround us – from real worlds to virtual ones, and from the worlds inside ourselves to those at the farthest reaches of our imagination. The fundraising team play a key role in the success of this and our ambitions and I enjoy engaging in the excellent work from our talented team directly, and as a member of our Campaign Board. I'm looking forward to meeting and working with new team members as they join us at this exciting new era.

**Professor G Q Max Lu AO DL FAA FTSE**  
President and Vice-Chancellor  
University of Surrey



See our [Key Facts and Figures](#) here.  
Find out more here about [Sustainability at Surrey](#)

# JOIN OUR GLOBAL SUCCESS STORY



Surrey is recognised for excellence in both teaching and research, which is why national rankings put the University in and around the top 20, and within the top 200 internationally. We were proud to come 19th in the UK in the most recent Research Excellence Framework for the quality of our outputs; and overall to be regarded as being one of the fastest rising institutions overall.

Not only is Surrey known for high-quality research, it is also recognised for doing research that makes a difference. That's why we were also delighted to be ranked 55th in the world for impact in the Times Higher Education league table.

Our students continue to give us remarkably positive feedback on the quality of their educational experience. In the 2024 National Student Survey, our students gave us an overall satisfaction rating of 84.7 per cent putting us 11th in the UK. We were also shortlisted for the Higher Education University of the Year Award.

These measures of success only tell part of the story. It is not just what we achieve, but how we achieve it that matters to us. We succeed by being inclusive and we succeed by being collaborative. And we value collaboration, not just between scholars but with the wider regional and global community, and with industry and government.



# EQUALITY, DIVERSITY AND INCLUSION



**AT SURREY, WE ARE VERY PROUD OF THE DIVERSITY WITHIN OUR COMMUNITY AND ARE COMMITTED TO PROVIDING AN INCLUSIVE ENVIRONMENT THAT OFFERS EQUITABLE OPPORTUNITIES FOR ALL.**

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 from the UK and internationally to work and study here; this can only be achieved when we work together to create a truly inclusive culture.

Our Equality, Diversity and Inclusion (EDI) Plan 2020-2025 lays out our aims to develop our inclusive and supportive culture, eliminate discrimination, harassment and victimisation, and advance equality of opportunities. Across University of Surrey, we are working actively towards fulfilling our EDI Plan targets and encourage everyone to engage with and participate in its progress. To achieve culture change, we are working to embed EDI in all teaching and learning, research and partnerships, as well as supporting our professional services colleagues. This will enable a self-sustaining process that will support EDI in becoming 'second nature' for our community.

See the plan here [Equality, Diversity and Inclusion Plan 2020 - 2025](#).

We are proud members of the Race Equality Charter and the Athena SWAN Charter for gender equality (holding University and departmental awards). We are also a Stonewall Diversity Champion and a committed Disability Confident employer.

Our AccessAble app provides accessibility support to people who need it around our campus and we have thriving staff networks and equality groups that support our work in all our areas of equality (gender, race/ethnicity, LGBTQI+, disability and faith).

[Watch our Inclusion Video](#)



# MESSAGE FROM OUR DIRECTOR OF ADVANCEMENT



**This is an incredibly exciting time to join our fundraising team.**

With ambitious fundraising goals and a dynamic leadership team, we are already making a significant impact on the future of our university. It's been two and a half years since we launched our £60m global comprehensive fundraising and engagement Campaign "The Future Says Surrey", and we've built momentum very quickly and have already made excellent progress. As part of this exciting recruitment initiative, you will have the opportunity to shape and contribute significantly to the direction of our fundraising efforts, engage with key stakeholders, and drive philanthropic support for initiatives that will transform the lives of our students, and fund transformational research.

We're looking for genuine team players with a combination of relationship-building skills, highly developed emotional intelligence, cultural competency, strategic thinking, as well as a deep understanding of philanthropy.

In the eight years since I joined Surrey, I have witnessed first-hand the transformative power of philanthropy in higher education. Funding access to a world-class education, financing important research that is changing peoples' lives – it is what we do every day, and a privilege and pleasure to work with a committed and brilliant community to make this happen. My own career journey has enabled me to take the best of the charity and business school worlds and develop this further at Surrey. I work with brilliant and dedicated people who are curious about the world we live in. They are collaborative, supportive and willing to explore new ideas and ways of doing things, and the University leadership recognises and celebrates our individual and collective achievements. Combining these exceptionally talented colleagues with the impact the University already has, gives me confidence that we will achieve so much more together.

If you want to contribute to the success of a leading global university, please do apply - I have never looked back.

**JESSIE BILLING, DIRECTOR OF ADVANCEMENT**

# WHY WE DO WHAT WE DO

## Tomorrow needs us more than ever.

The future needs healthier humans living longer lives. It demands cleaner air and greener energy. Artificial intelligence that is ethical and people-centred is crucial, and we need to ensure the next generation of graduates are ready to take the lead.

That's where the University of Surrey and philanthropy comes in. For over 50 years, Surrey has been making the future a reality and we have supporters from across the globe who are united by their desire to impact the world for the better.

In February 2022, we launched 'The Future Says Surrey', an ambitious fundraising campaign to raise £60 million in three years. In October 2023, we reached the £50 million milestone. Our campaign is transforming research, supporting students and finding innovative solutions to global issues, with focus on areas such as health, artificial intelligence (AI) and the drive for clean energy and clean air.

We are:

- 1) Harnessing artificial intelligence to deliver a more inclusive, efficient and responsible economy and workforce with a people-centred approach
- 2) Exploring multi-disciplinary collaborations to create a more sustainable future for all
- 3) Understanding global issues through the lens of 'One Health, One Medicine', which establishes the close connections between the health of humans, animals and our environment.

# OUR GOALS AND AMBITIONS

## Today's students are tomorrow's inventors, engineers, scientists, creatives and leaders.

We'll create more innovative ways to support, nurture and attract current and future students. How? We'll create new scholarships, improve learning spaces, support clubs and societies, invest in employability opportunities and help those who experience unexpected hardship.

By supporting The Future Says Surrey campaign, we are asking our community to join us in shaping a tomorrow that is more sustainable, more equitable and where everyone has the chance to succeed – whatever their background.

The role of the Advancement team is to work with the Surrey academic community to engage alumni, friends, companies and trusts in the support of the University.

We are responsible for sustaining a lifelong relationship with our worldwide alumni community of over 148,000 graduates and raising funds to support students and the University's research and teaching activities.

Our aims are to:

- 1) Engage alumni, friends, companies and trusts, and secure their philanthropic support in order to advance the global ambitions of the University.
- 2) Support alumni by facilitating networking and professional development opportunities and by providing a programme of benefits and services.
- 3) Highlight and celebrate the achievement of our alumni and inspire the next generation of Surrey graduates.
- 4) Support University projects, students and research and, in doing so, create lasting links between alumni and supporters and the University.
- 5) Create awareness and visibility of the importance of philanthropy to the University and the value and impact the University has on society and the community around us internally and amongst our donor, alumni and student communities.
- 6) Create and establish a culture of giving and asking on campus.



# AVAILABLE OPPORTUNITIES



Our Advancement team is evolving, and we want to invite you to be a part of our journey.

Several exciting opportunities are now available, as we seek passionate, talented and authentic fundraising professionals to contribute to our philanthropic campaigns and crafting cases for support.

Openings are across multiple levels in:

- Principal Giving
- Faculty fundraising
- Legacy fundraising
- Proposal writing

These roles represent an exciting prospect to work, grow and develop within an established and successful fundraising team as we continue the momentum and excellent progress of our ambitious university-wide fundraising campaign, 'The Future Says Surrey'.

We welcome applications and interest at all appropriate levels of experience and are eager to use the recruitment and interview process to discuss and ascertain the best role to fit your own unique skills and profile. Permanent, fixed-term, full-time and part-time roles are available.



# ROLE RESPONSIBILITIES



## Aims of the Roles

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 these roles are key in helping us to achieve this.

These opportunities will serve to lead and develop our philanthropic fundraising strategy, philanthropic commercial partnerships and alumni relations to support the advancement of various Faculties, associated Centres, and the broader University, maximising funding opportunities for support and development.

You will support colleagues in advancing the University's mission, by building and cultivating long-lasting relationships with alumni and donors (individuals, trusts and foundations and corporates).

Working with colleagues in Advancement, and across the Faculties, you will be responsible for soliciting gifts to support academic priorities, stewarding existing donors, and developing and maintaining alumni relationships through engagement activities, such as volunteering opportunities and events.

## We are looking for people who:

- Can develop, lead and implement a fundraising strategy to secure new connections, funds and partnerships.
- Draw on specialist expertise and skills in order to provide strategic advice and leadership on developing and identifying fundraising and new business opportunities.
- 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 University.
- Establish, build and maintain strong working relationships with the University staff, Faculty academics and leadership to ensure fundraising success and work closely with the Faculties and Advancement to support engagement.
- Can identify, research and cultivate potential/current donors and prospects, seeking to identify areas of shared interests held with the University.
- 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.
- Bring your extensive fundraising and marketing experience to bear across the Advancement department but particularly in the Philanthropy team.

This list is not exhaustive, and if you consider yourself to have skills and experience in some, but not all, of these criteria, then we would still strongly encourage an application.

# ESSENTIAL CRITERIA

The post holder must be able to demonstrate the following essential skills and experience required for the role:

- Bachelor's degree, MBA or advanced degree in any related field desirable but by no means essential.
- Experience in a relevant high-value fundraising role at a not-for-profit organization.
- A strong commitment to our University values of inclusion, integrity, innovation, and inspiration.
- A track record of managing a portfolio of donors and potential donors, with demonstrated success in developing and maintaining relationships.
- Excellent communication and people skills, with the ability to collaborate effectively with stakeholders at all levels of the organisation.
- Experience of at least one of the following: major donor fundraising or trust fundraising or corporate fundraising.
- Ability to prioritise and manage multiple projects simultaneously while meeting tight deadlines.
- Weekend and evening work will be required at times as well as some overnight travel in the UK and potentially internationally.



## HOW TO APPLY

### Application Process:

Please submit a comprehensive CV and a cover letter outlining your suitability and interest in joining our team, addressing key experience, responsibilities and qualifications

### Closing Date:

23:59, Sunday 20<sup>th</sup> October 2024

### Further Information:

For further information about the role, please contact Amintha Buckland, Associate Director, Philanthropy, [a.buckland@surrey.ac.uk](mailto:a.buckland@surrey.ac.uk)





UNIVERSITY OF  
**SURREY**

