



UNIVERSITY of
BRADFORD

Job Description

Philanthropy Lead (Trusts and Foundations)
Alumni and Philanthropy



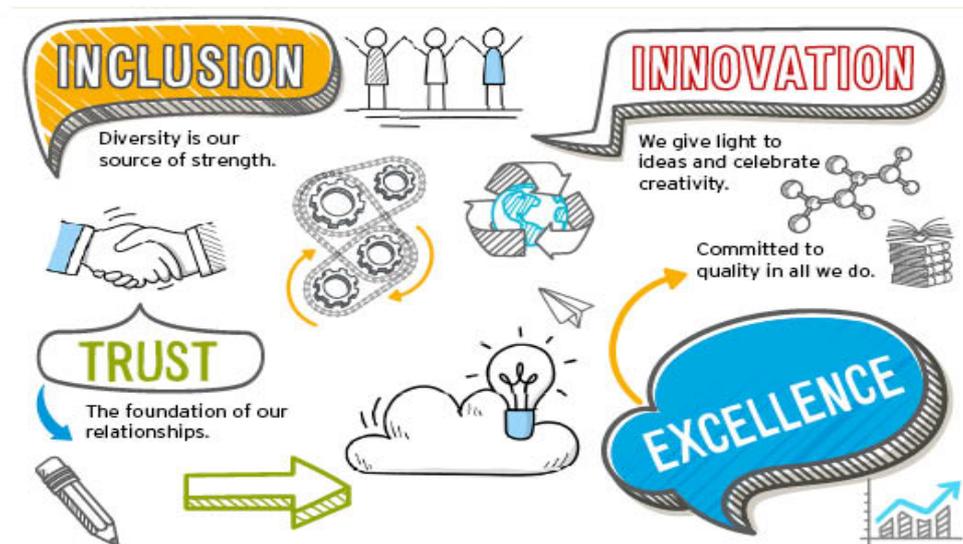
Brief summary of the role

Role title:	Philanthropy Lead (Trusts and Foundation)
Grade:	8
Faculty or Directorate:	Directorate of Outreach, Recruitment and Marketing
Service or Department:	Alumni and Philanthropy
Location:	City Campus
Reports to:	Senior Alumni and Philanthropy Manager
Responsible for:	
Work pattern:	<p>Flexible approach to working hours is required</p> <p>Occasional evening or weekend work</p> <p>Some international travel may be required</p>

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • Level 6 qualification or equivalent qualification in a relevant discipline area or equivalent experience.
Desirable	<ul style="list-style-type: none"> • CIOF Diploma in Fundraising Management or equivalent.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Experience of working within a results-orientated environment • Proven success of managing submissions and proposals leading to income from new or renewed partnerships at significant levels • Proven success of raising substantial levels of income in a philanthropic or commercial context • Experience of stewarding and cultivating relationships in a philanthropic or commercial context • Experience of using CRM databases • Proven experience of strategic decision making • Proven experience of working with senior colleagues and representing the organisation at a high level
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	<ul style="list-style-type: none"> • Experience of producing tailored written proposals, with a high level of attention to detail and exceptional copy writing skills
Desirable	<ul style="list-style-type: none"> • Proven success of managing trust and foundation grant submissions leading to income from new or renewed funding relationships • Proven success of raising substantial levels of philanthropic funding from major gifts or trusts and foundations at a 6-figure level • Experience of stewarding and cultivating relationships with funding bodies • Experience of using the Access CRM database • Experience in line management • Experience of working in a higher education environment • Understanding of GDPR and its impact on data protection, and of the Fundraising Regulator's code of conduct • Flexible approach to work and specifically working as part of a wider team

Personal attributes

Essential	<ul style="list-style-type: none"> • Excellent time management skills • Strong relationship building skills • Proactive and positive approach and willingness to take the lead in asking for financial support
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- Ability to deal with confidential matters and act with discretion
- Ability and willingness to travel
- A strong belief in universities and their contribution to society coupled with understanding of the need to diversify the funding base of these institutions particularly with philanthropic support
- Approachable, engaging, and positive when working with internal colleagues and those we work with externally
- Able to work effectively with others as part of a wider team
- Committed to continuing professional development

Main purpose of the role

The Philanthropy Lead (Trusts and Foundations) will provide strategic and operational support to the Senior Alumni and Philanthropy Manager, leading and being the University's expert in this specialist area of work and income stream. The role holder will also work closely with senior academics and Executive Team members to maximise income to the University.

The post will be responsible for managing a portfolio of five, six and seven figure funder relationships, as well as establishing and developing high value new relationships, with grant-making organisations in the UK and overseas. This role will advise and support other fundraisers and senior colleagues in developing similar relationships in support of the wider Alumni and Philanthropy strategy. The postholder will present to the Executive Board and other groups of senior colleagues as required and deputise for the Senior Alumni and Philanthropy Manager when required.

Main duties and responsibilities

1. Build and maintain a portfolio of high value UK and international trusts and foundations acting as the key contact and developing effective cultivation/solicitation plans to increase likelihood of application success.
2. Prepare five, six and seven figure applications and proposals to UK and international charitable trusts and foundations, translating complex internal and/or academic information into compelling and powerful cases for support that will result in grant awards for the University.
3. Using expertise and knowledge of the global trusts and foundations landscape, identify, build and cultivate a pipeline of new high potential trust and foundation prospects to solicit grants, involving colleagues (senior academics and where appropriate the Executive Team and University Council) within the University to achieve and exceed agreed financial targets.
4. Produce and present high-level fundraising reports and papers for committees and on occasion for Executive Team and University Council members.
5. Support faculty engagement by being the University's expert on Trusts and Foundations fundraising, advising, and involving senior academics, Executive Team members and professional service colleagues on relationship fundraising and the development of fundraising propositions, as well as the identification of potential supporters.
6. Where appropriate, support the team's development by coaching, mentoring and providing training for less experienced fundraisers, to encourage best practice and unlock philanthropic success.



7. Apply an in depth understanding of the application of relevant legislation and governing body guidelines, including GDPR, the Fundraising Regulator's code of conduct and guidance from the Chartered Institute of Fundraising to all aspects of work carried out.
8. Using insight from funders and monitoring sector trends, make informed recommendations to the Senior Alumni and Philanthropy Manager for the development of the University's case for support and source innovative propositions for supporting the University that embody the University's vision, values and strategy.
9. Work collectively with all members of the Alumni and Philanthropy team to ensure that all trust and foundation prospects are thanked and stewarded in a timely and professional manner, in line with funder requirements and the wider departmental stewardship plan.
10. Accurately enter all activity and results arising from trusts and foundations fundraising on the departmental database, in line with agreed processes so progress and activity can be measured.
11. Oversee the process to receive grants to the University, ensuring that funds are received, recorded, allocated and spent appropriately in accordance with the conditions of the donation. Informing relevant colleagues about new funding and any restrictions as necessary.
12. To prepare and compile (using data supplied by the Philanthropy Officer (Data, Research and Stewardship) due diligence reports for the Ethics Committee.
13. Perform any other duties which may be appropriately delegated by the Senior Alumni and Philanthropy Manager or Associate Director.

The nature of this role may necessitate some evening and weekend work and some international travel.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.