

## Job Description

# Fundraising Manager

**Reports To:** Director of Communications and Engagement  
**Line Management Responsibilities:** None  
**Key Relationships:** Principal, Executive Team, and Communications and Engagement Team

**Working Hours:** Full Time / Part Time / Flexible Working  
We appreciate not everyone has the same working needs. Please do advise what your preferred working pattern would be when you apply.

### London School of Theology

London School of Theology is a world class institution which exists to serve the world-wide church by educating individuals, equipping local churches, and engaging in leading research. The School, under the leadership of its Principal and Executive Team, has developed a new strategic vision for 2019–2025. This is a strategy for growth, consolidating LST's position as the largest evangelical interdenominational theological college in Europe.

### Role Overview:

You will be responsible for ensuring that our fundraising strategy enables the School to meet its ambitious income targets in line with our strategic plan and budget. You will have overall responsibility for the performance, day to day management, and delivery of all of London School of Theology's fundraising activities across a range of income streams, including charitable trusts, individual giving, and legacies.

You will work alongside the Director of Communications and Engagement, Marketing and External Relations Manager, Executive Team, Principal, and external stakeholders. You will liaise widely across departments, including Finance and Communications and have responsibility for gift administration and prospect research, as well as providing general support where required for the department

### Job Summary:

The following key tasks are indicative of the role. The list is not exhaustive, and tasks may be amended, added or subtracted in response to changing requirements or in line with the skills and experience of the post holder.

### Trusts:

- Coordinate Trust fundraising operations including prospect research and prioritisation, managing workflows, and solicitation planning.
- Write compelling and professionally presented funding applications, each tailored for its audience and making the case for supporting London School of Theology in the most persuasive terms.
- Ensure that all reporting requirements are met for successful funding applications.

### Individuals:

- Support the development of a portfolio of prospective major donors, identifying, cultivating, and stewarding gifts.
- Work with the Director of Communications and Engagement to develop and implement a successful and integrated donor relations programme that strategically targets all levels and channels of giving.
- Ensure donors are acknowledged and recognised, to strengthen their financial support for the London School of Theology.
- Work with the Director of Communications and Engagement to maximise the potential of alumni relations and church partnerships to support and advance fundraising success.

**Legacies:**

- Raise legacy income to agreed targets, by developing and implementing a legacy fundraising strategy, including relevant monthly reporting on progress.
- Establish long-term relationships between potential legators and the School to ensure a strong and sustainable funding base.
- Ensure notifications of gifts are dealt with efficiently, appropriately and in a timely fashion.

**Data Management:**

- Track donor relations and fundraising activities in the database to enhance relationships and increase the likelihood of continued contributions.
- Review and control all gift acknowledgments, including receipts, letters, pledges, and reports.

**General**

- Work closely with the Director of Communications and Engagement and the Principal to establish goals on a rolling 0-12+ month basis. This includes input on setting fundraising KPIs around income generation, developing broader fundraising strategies, and developing support for fundraising projects.
- Undertake tasks that may be requested from time to time that may be consistent with the nature and scope of this post.

**Institution:**

- Attendance and active participation at Organisational Management Group (OMG) and other School committees as required.

<b>Qualifications</b>	<b>Essential (E) Desirable (D)</b>	<b>Demonstrated at Application (A) Interview (I)</b>
Training in Fundraising	D	A
Tertiary education in a relevant field	D	A
Formal qualifications in advertising, sales, or finance	D	A
<b>Skills, experience and knowledge</b>		
Minimum of three years' experience in fundraising	E	A and I
Experience developing and delivering successful income generation and supporter engagement strategies	E	A
Experience raising funds from Trusts	E	A and I
Track record of leading fundraising programs where regular giving is a significant income stream	D	A and I
Experience in relationship management practices and major gifts strategy development	D	A and I
High level of planning and organizational skills	E	A and I
Excellent communication skills, both verbal and written.	E	
Unwavering attention to detail	E	A and I
Thorough working knowledge of Microsoft Office, particularly Outlook, Word, Excel and PowerPoint	E	A and I
Experience of fundraising databases	D	A and I
Experience working within Higher Education	D	A and I
Experience of the charity sector	E	A and I
<b>Personal attributes</b>		
Able to respond well to direction and correction	E	A and I
Highly collegial, enthusiastic, proactive and uses initiative	E	A and I
Calm, efficient and polite manner; able to work under pressure without losing these qualities	E	I
Ability to work as part of a team	E	A and I

Willingness to learn new skills	E	A and I
Ability to work in a changing and flexible organisation	E	A and I
Cheerful and willing attitude	E	I

**Terms of Employment:**

Salary: £31,000 per annum  
Hours: 1.0 FTE (part-time / flexible working considered for the right candidate)  
Holiday: 22 working days p.a., plus Bank Holidays. LST is closed between Christmas and New Year and this is given as additional leave.  
Pension: Eligible to join contributory School pension scheme  
Probation: Six months  
Notice: During the 6-month probationary period, one week's notice may be given in writing on either side. After this period, one calendar month's notice is required on either side.

London School of Theology is a Christian college and, as such, it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

**Application Process and Closing Date:**

Interested applicants are welcome to have a conversation with the Director of Communications & Engagement prior to applying.

A CV and letter of application (in which you specifically state how you meet the requirements of the Person Specification) and your preferred working pattern should be submitted to:

The HR Officer  
London School of Theology  
Green Lane, Northwood  
Middlesex HA6 2UW

**Email:** recruitment@lst.ac.uk

**Tel:** 01923 456000

**Closing date for applications:** 0900 hours Tuesday 5<sup>th</sup> February 2019.

**Interview date:** Thursday 14<sup>th</sup> February 2019.

Please note that applicants will be required to make a presentation as part of the interview process.

