UNIVERSITY OF WARWICK

Job Description

Job Title	Associate Head of Philanthropy (Principal Gifts)
Department	Development and Alumni Engagement
Grade	FA8

Job purpose (a brief summary of the role)	The Associate Head of Philanthropy (Principal Gifts) will lead and develop a portfolio of Warwick's top £1m prospects that will deliver new levels of transformational income for the University. In this role, you will secure funding for a combination of project-led and donor-led fundraising opportunities, and on the latter, will be capable of convening groups of academics to develop bespoke projects that meet donor's interests. This role will require self-awareness, and the capacity for problem-solving through lateral thinking. You will regularly work with senior levels of university leadership and administration and be expected to lead donor meetings where necessary. You will ensure that all prospects in their portfolio have been screened against the Fundraising Ethics Committee's six conditions for gift acceptance and are GDPR compliant. You will also help build the Development Office's profile by maintaining relationships with senior stakeholders across the university. This role will require you to work within a hot-desking space within the Development and Alumni Engagement team on campus and has the flexibility for hybrid working.
Duties and responsibilities	Deliver multiple gifts at the £1 million + level. Work with senior academics and university leaders to develop bespoke projects in response to donor-led opportunities. Build a balanced Principal Gift portfolio of around 40 prospects with a minimum net worth of £100m and manage them into an effective balance across all stages of cultivation. Responsible for delivering a comprehensive series of KPIs relating to quarterly meetings, annual asks, and income, to be determined in consultation with line manager. Responsible for leading the development of outstanding prospect proposals and stewardship materials. Demonstrate excellence in all forms of communication with donors, influencers, and Warwick stakeholders. Responsible for ensuring that PG prospects and donors are compliant with Fundraising Ethics Committee's criteria for gift acceptability and GDPR.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Be able to demonstrate experience of building and maintaining constructive professional relationships with a wide range of people over an extended period of time.	A & C
E2	Demonstrate where you have worked collaboratively to achieve a goal, project or contract success.	A & C
E3	Experience of working in a target driven environment.	A & C
E4	Comfortable working with the demands that come with Ultra High Net Worth Individuals environment.	A & C
E5	Experience working across a complex stakeholder environment.	A & C
E6	Background in working with senior volunteer leaders.	A & C
E7	Excellent inter-personal skills and an ability to work constructively and effectively with senior staff.	A & C
E8	A high level of written and oral communication and confident presentation skills.	A & C
E9	Understanding of how to manage stakeholders across a complex environment.	A & C
E10	A good problem solver with the ability to work laterally to resolve fundraising challenges across departments.	A & C
E11	Demonstrates self-awareness and understands how to bring others with them in order to overcome a collective challenge.	A & C
E12	Knowledge of the principles of Principal Gift fundraising.	A & C
E13	Demonstrates gravitas.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Knowledge of the functions and best practices of Development teams.	A & C
D2	Experience of outstanding achievement at Major Gift level.	A & C
D3	Project Management experience, and ability to deliver complicated assignments to deadline and under budget.	A & C