**Job Description: Senior Development Manager**

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| **Faculty/Directorate/Service Area:** | MRI |
| **Job Title:** | Senior Development Manager |
| **Department/Subject:** | Development & Engagement |
| **Salary:** | £45,585 - £54,395 per annum |
| **Hours of work:** | 35 hours per week |
| **Contract:** | This is a permanent position |
| **Location:** | This position will be based at the Singleton Campus |

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| **Main Purpose of Post** | Main duties and responsibilities:   1. Lead and develop the team responsible for delivering philanthropic income generation targets in line with the Development and Alumni Relations Strategy. 2. Develop, implement, and track key performance indicators and metrics to be used by the fundraising team to drive success. 3. Work closely with the Associate Director of Development and Alumni Relations to choreograph the relationship management, solicitation, and stewardship of major gift and trust/foundation prospects. 4. Work directly with senior academic and professional staff throughout the university to develop and fulfil highly compelling and strategic fundraising opportunities 5. Line-manage the Development Manager and Senior Development Officer. 6. Manage a personal portfolio of major donors and prospective donors. 7. Co-ordinate Swansea University’s bids to charitable trusts and foundations to ensure that this stakeholder group are managed effectively. Work closely with Research, Engagement and Innovation Services (REIS) and other key departments to ensure that relationships are centralised. 8. Work closely with colleagues across the University’s colleges and departments. 9. Promote equality and diversity in working practice. Model and maintain positive working relationships. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values: [Professional services values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  In addition you will operate to a defined set of [Leadership Values](https://www.swansea.ac.uk/media/Swansea%20University%20Leadership%20Model%202018.pdf):  **We are Professional**  We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.  **We Work Together**  We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the “big picture” and harnessing ideas and opportunities to achieve the University’s vision.  **We care**  We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand. |
| **Person Specification** | **Essential Criteria:**  **Leadership Values:**   1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions. 2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge. 3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.   **Qualifications**   * Degree or extensive relevant work experience   **Experience, Knowledge and Skills**   * Outstanding interpersonal skills and the ability to build relationships at all levels, with internal and external stakeholders. * Experience of fundraising for a large and complex organisation. * Demonstrated ability to meet ambitious income and activity targets in a results-driven environment. * Excellent team-management skills including the ability to motivate, coach, and support colleagues to deliver high performance. * Experience managing a personal pool of high-value fundraising prospects using a CRM such as the Raiser’s Edge. * Experience of making direct, face-to-face requests for donations from individuals, with a track record of personally securing gifts. * Knowledge of the need for universities to fundraise, and the sincere desire to raise money to further Swansea University’s strategic priorities. * Exemplary writing and presentation skills; The ability to translate academic language into a compelling fundraising narrative. * Budgetary planning and financial management skills. * Experience of dealing with highly confidential, sensitive information and a good understanding of all current fundraising legislation.   **Desirable Criteria:**   * Proven experience of managing a fundraising team to exceed financial targets. * Experience of HE-sector fundraising. * Experience of securing significant funding from charitable trusts and foundations. |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |

  