



POTENTIAL

Development Manager - Corporates and Major Gifts

Reference: 0061-24

Grade: 8

Salary: £37,099 to £44,263 per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

Aston University's vision is to create an engaged alumni community who know that Aston is committed to their personal and professional development throughout their lives. In turn, they will be actively contributing to their alumni community, the University, and our beneficiaries to achieve clearly defined outcomes. The Alumni Relations & Development (ARD) team leads the delivery of this vision and champions the interests and potential of alumni and supporters within the University.

The Development Manager (Corporates and Major Gifts) will be responsible for the cultivation, solicitation, and stewardship of a portfolio of corporate and individual major gift prospects and donors. The post holder will be required to meet financial targets and contribute to the department's income by creating and implementing strategies to negotiate philanthropic gifts to the University from key stakeholders to support Aston's ambitious 2030 strategy. Duties include working with research colleagues to identify prospects, meeting prospects and donors on a one-to-one basis, developing and implementing cultivation and solicitation strategies, and producing a range of fundraising proposals in line with the University's case for support.

Main duties and responsibilities

- ▶ Manage a portfolio of corporate and individual prospects capable of making significant gifts.
- ▶ For each prospect, develop cultivation and solicitation strategies involving senior members of the University, academics, other staff, and volunteers as appropriate to encourage support.
- ▶ Ask for gifts, in particular to support priorities as set out by the Aston 2030 strategy.
- ▶ Maximise relationships with prospects by promoting transactional income derived from the value our products and services can bring to the businesses of our alumni.
- ▶ Maximise opportunities of Aston's spin-out portfolio and encourage engagement and investment from our alumni and friends.
- ▶ Following a gift, maintain long term institutional relations with donors in order to appropriately thank them, ensure any agreements made are fulfilled and that they remain engaged and open to opportunities for further support.
- ▶ Manage and coordinate donor and prospective donor visits, including the preparation of written briefings for senior management and follow up documentation.
- ▶ Work to agreed monthly and annual activity and financial targets as set by the Director of Development.
- ▶ Work with alumni relations and research colleagues to identify prospective donors, maximise opportunities for philanthropic support and grow a giving pipeline.
- ▶ Build and foster strong collaborative working relationships with all stakeholders in a professional and approachable manner and with an understanding of their individual and professional needs and priorities.
- ▶ Establish excellent collaborative working relationships with senior management, academics, and support services across the University to ensure that approaches reflect the latest and most important elements of agreed fundraising projects and operate in conjunction with ARD KPIs.
- ▶ Work with senior members of staff across the University, as well as within Colleges and Research Institutes, to identify Aston's key funding priorities to fundraise in line with the Aston 2030 strategy. Additionally, in line with ARD funding priorities of Students, Capital, and Research.
- ▶ Maintain and keep accurate and up-to-date records on the Raiser's Edge database to enable effective tracking of relationships and reports.

- ▶ Promote best practice in fundraising across the Aston community.
- ▶ Travel within the UK, with attendance at events and meetings outside of normal working hours, as required.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Degree or equivalent.	Application form
Experience	<p>Fundraising and or client relationship management experience.</p> <p>Demonstrated success in managing a diverse portfolio of donors including development of individual cultivation and solicitation strategies.</p> <p>Building effective institutional relationships with a variety of people including prospects, donors, and academics.</p> <p>Proven track record of delivering income against specified targets.</p> <p>An understanding of and commitment to the case for support for a university.</p>	Application form, interview, and presentation
Aptitude and skills	<p>Excellent communication, negotiation, and active listening skills.</p> <p>A lateral thinker, able to develop creative and appropriate strategies to engage and build relationships.</p> <p>Able to present a case convincingly in person and to think creatively about new ways of communicating information.</p> <p>Establish, maintain, and develop positive relationships with a wide range of individuals at senior level and within the team.</p> <p>Able to work calmly under pressure and to prioritise with excellent organisational and time-management skills.</p>	Application form and interview

	Essential	Method of assessment
	<p>Able to use relational databases to extract information, compile reports and track relationships.</p> <p>Proficient use of Microsoft Office applications. Able to maintain confidentiality</p> <p>Flexible approach to working outside normal office hours.</p>	
Other	Evening and weekend working may be required.	

	Desirable	Method of assessment
Experience	<p>Fundraising experience with Corporate and Individual major donor prospects.</p> <p>A proven track record of securing income at the 5 figure + gift level.</p> <p>Experience of working on projects and an understanding of the impact of research and scholarships.</p>	Application form, Interview, and presentation
Aptitude and Skills	Knowledge of Raiser's Edge database.	Application form and interview

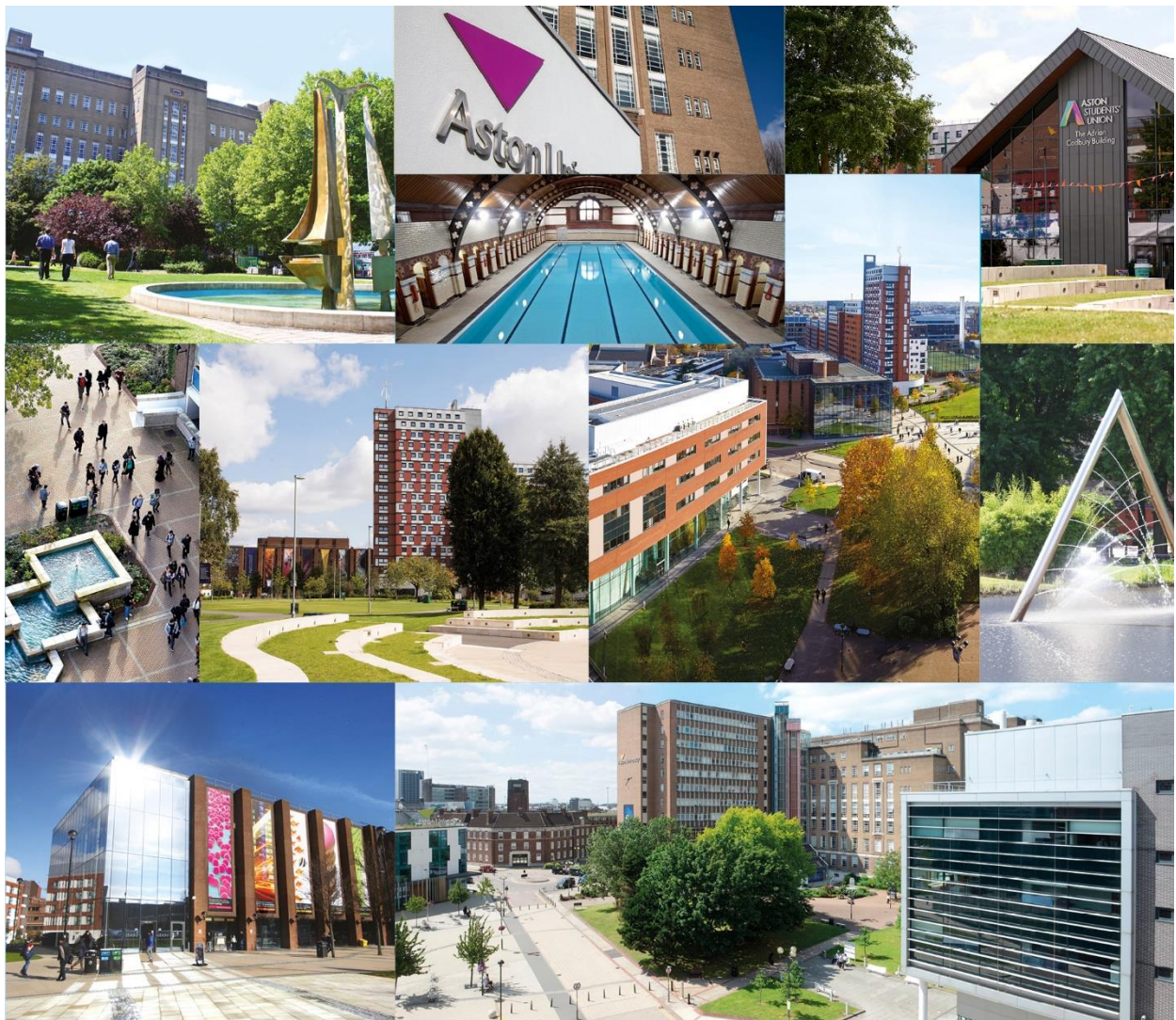
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk



Contact information

Enquiries about the vacancy:

Name: Christiane Dickens
Job Title: Director of Development
Email: c.dickens@aston.ac.uk

Enquiries about the application process, shortlisting, or interviews:

Recruitment Team via recruitment@aston.ac.uk

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK, the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields, you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national, and international level.

The University will endeavour not to discriminate unfairly or illegally, directly, or indirectly, against student or potential students, staff, or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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aston.ac.uk



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gets real.**