## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Development Manager (Maternity cover)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Development and Alumni Relations</td>
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<tr>
<td>Grade:</td>
<td>RHUL 7</td>
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### Purpose of the Post

To nurture relationships with prospects capable of making significant financial gifts (£5,000+) to Royal Holloway, working on a portfolio of projects which meet the College's current strategic priorities and to effectively steward relationships with existing major donors.

### Key Tasks

- To develop and implement personalised strategies to realise significant donations from individuals, companies and foundations who have the capacity to give four figure gifts and more to the College. This will involve advising and working closely with the team leaders, Principal's Office, Executive Board, Heads of Academic Departments and Schools, academics staff and senior volunteers such as Council Members, Project Ambassadors and Advisory Board Members;
- To work to agreed annual financial and activity targets on approved projects identified as priorities for fundraising;
- To manage a prospect pool, developing at least 5 new major individual relationships each month;
- To conduct effective and informative internal and external research and relationship building to facilitate transformational partnerships;
- To develop compelling and professional proposals and documentation which makes the case for significant donations to the College;
- To account manage relationships with major donors and senior volunteers, providing regular reports on the impact of their gifts and following an annual stewardship plan. To work with colleagues at all level across the College to achieve this including within, Marketing & Communications, the Principal's Office, Careers & Employability, Research and Innovation, Estates and Heads of Academic Departments.
- To work closely with internal colleagues to facilitate the delivery of fundraised projects in order to report back positively to donors on the use of their gift;
- To liaise closely with team leaders to ensure that all activity complies with the College’s Gift Acceptance Policy and Ethics Policy;
- To write accurate reports of all contact with prospects and donors, and ensure that details are entered into the Raisers Edge database;
- To keep up to date and share current thinking on developments in major gift fundraising and philanthropy to ensure best practice.
Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.