



JOB DESCRIPTION

Job Title:	Development Manager (Major Gifts) – Maternity Cover
Department / Unit:	External Relationships
Job type	Professional Services
Grade:	RHUL 7
Accountable to:	Assistant Director, External Relationships
Accountable for:	n/a
Purpose of the Post	
<p>Develop new and foster existing relationships with individual donors who have the motivation and capacity to give so that the donor commits to making a significant donation that supports the College strategy and the fulfilment of its purpose. For this role, significant donations are those in excess of £5,000 in single pledge.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Within the framework of an agreed overall plan <ol style="list-style-type: none"> a. Identify new prospects and plan and deliver a targeted approach and, as relevant, develop and implement an individual relationship development plan in order to secure significant donations from individual donors within the timeframe set out in the approved plan b. Develop and deliver relationship development plans for identified, agreed existing supporters, harnessing relevant opportunities for stewardship where possible or identifying and enabling new opportunities as necessary 2. Ensure stewardship plans support long term sustainable relationships and develop so that they evolve along with donor interest, willingness and ability to give and Royal Holloway's ambitions. This includes agreeing and meeting reasonable donor expectations with regard to how their donation has benefitted the university 3. With relevant support and approval, take the lead in asking donors for significant donations or ensure that agreed, relevant and mandated colleagues are supported and prepared so that they may successfully ask a donor for the discussed donation 4. Take responsibility for conducting research to identify prospects with the possible motivation and capability to give. Ensure all research is carried out in accordance with relevant internal policies and external legislation 	

5. Be recognised as an expert in the team in relation to knowledge and understanding of the College's major donors and potential prospects. This includes knowledge of their interests and potential to give
6. Foster strong networks across the academic community and professional services at all levels in order to be able to match the university's need with donor interests as opportunities arise. Opportunities will be progressed only following relevant approval
7. Be recognised within External Relationships and Marketing and Communications as having a robust knowledge of the university's research, it's key statistics, brand narrative and strategic positioning
8. Ensure cases for support are relevant for the donor/ prospect, informed by need, consistent with the brand / brand narrative, authentic in content and accurate in the data provided
9. Ensure all approaches made to potential and existing donors are consistent with relevant policies of the university and UK legislation
10. Be an active member of the wider External Relationships group and Marketing and Communications directorate.
11. Develop, grow and maintain effective working relationships and networks with key individuals internally and externally within higher education
12. Volunteer time during the working day to support College priorities such as, but not limited to, Graduation, NSS survey completion

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.

This role is based at Royal Holloway's Egham campus however, some travel will be required and the post holder may be required to work at another of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The post holder will be required to liaise with colleagues across the university and represent Royal Holloway with potential donors at all levels.