



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Alumni Reunions Programme Manager

Department/Division: Philanthropy & Global Engagement (PAGE)

Accountable to: Director of Alumni Engagement

Knowledge & Experience	Educated to degree level or equivalent	E
	Experience leading an alumni engagement portfolio in a higher education context, with a solid understanding of fundraising and good data practices	E
	Experience recruiting and working with a broad range of volunteers, understanding their needs and motivations	E
	Experience planning and executing successful, full-cycle fundraising campaigns	E
	Experience, and proven track record of good project management, demonstrating ability to plan and deliver complex projects working with multiple stakeholders	E
	Experience of working across a large complex organisation and successfully influencing others	E
	Proven track record of delivering a varied portfolio of work, delivering successful outcomes in fast paced environment, with competing deadlines	E
Communication	Excellent verbal and written communication skills and ability to convey information to a range of audiences in a clear, concise and confident way	E
	Experience creating solicitation materials including direct mail and email communications	D
	Experience of producing high-quality, compelling written work including correspondence, reports and presentations.	
Teamwork & Motivation	Collaborative working style and ability to work closely with, contribute to, and support the work of several teams within PAGE and around LSE	E



	Positive attitude, 'can do' approach and ability to be solution focused when challenges arise	E
	Ability to flex from a project leader to a project member depending on project need	E
Liaison & Networking	Ability to build and maintain excellent working relationships and trust with internal and external colleagues and volunteers at all levels in order to deliver objectives	E
	Excellent ability to influence and negotiate with stakeholders at different levels	E
	Diplomatic, tactful and discreet	E
Service Delivery	Motivated by high standards, ability to work accurately and systematically with excellent attention to detail	E
	Proven ability to analyse data to draw conclusions and make informed recommendations	E
	Good IT literacy, including ability to use Excel to a high level such as compiling and manipulating large quantities of data into a useable format	E
Planning & Organising Resources	Excellent organisational skills with evidence of planning multiple pieces of work with multiple stakeholders in order to meet deadlines	E
	Proven ability to identify and solve a range of problems in a straightforward manner with guidance	E
	Ability to anticipate challenges and address them quickly	E
	Ability to plan big picture projects, convening stakeholders, developing plans and timelines and communicating progress.	E
	Ability to analyse data and outcomes to advise on continuous improvement to engagement and giving initiatives	E
Other		

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.