THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Director of Development, North America

Department / Division: Philanthropy and Global Engagement (PAGE)
Accountable to: Executive Director of Development, PAGE

Job Summary

The **Director of Development, North America** role will provide the opportunity to work with the LSE Chief Philanthropy Officer, Executive Director of Development, President and Vice Chancellor, Vice Presidents and School leadership, including relevant members of Council to secure gifts in support of the School's strategic priorities. The role will have a focus on North America but will be based in London at LSE.

Duties and Responsibilities

Strategic Leadership and Planning

- Lead and be accountable for the development and delivery of the North America fundraising strategy in support of the Campaign and School priorities.
- To set the School's strategic direction for securing major and leadership gifts from alumni, friends and partners, including global philanthropists in North America.
- To work closely with the Director of Alumni Engagement North America, other Directors of Development to ensure gifts from individuals of up to £12m are secured which support the School's priorities, along with supporting the transformational £12m+ gift pipeline.
- To ensure that those working on North America opportunities deliver to agreed metrics and KPIs.
- To create and implement the strategic plan for identifying the best opportunities, and subsequently target cities for all philanthropy activity and to ensure effective co-ordination and oversight with the Executive Director of Development and the Executive Office to ensure best use of senior staff time to deliver highest return on investment.

- To develop and maintain a portfolio of some of the School's highest net worth alumni, friends and partners supporting individual philanthropy in North America.
- To liaise with academic and professional service colleagues around the School to foster a better understanding of priorities and needs and to position PAGE and specifically philanthropy from North America as a significant contributor to the School's on-going financial sustainability.
- To actively promote the work of PAGE and specifically philanthropy, working closely with Heads of Department, Professional Services Directors and other leadership.
- Collaborate across PAGE to create, promote and embed a one-team approach to achieving PAGE and Campaign objectives.
- Oversee the relevant team budgets, ensuring compliance with the School's purchasing policies and financial regulations.
- Establish a network of contacts in the HE and charity sectors for insight and best practice, including benchmarking analysis that can inform KPIs and monitoring metrics.
- Close working with the other Director of Developments, Heads of the Development Teams and Prospect Research Team.
- Close working with colleagues across PAGE to support all delivery and realising gift opportunities.
- Oversee the senior volunteer group: North America Campaign Board, building relationships and setting strategy to secure income. Work closely with the Campaign Volunteer Manager, Executive Director of Development and colleagues across PAGE.
- The postholder will also need to work closely with the Executive Director for Corporate Engagement and the Corporate Engagement team to support North America fundraising and deliver on income generation.
- The postholder will need to work closely with team members based in the LSE New York Office.

Fundraising

- Manage a portfolio of significant donors/funders and potential donors/funders to secure lead gifts in support of Campaign priorities, leading by example to the wider Division.
- To work with the School leadership on philanthropy opportunities, providing strategic direction and coaching on prospect cultivation in North America.
- To develop, lead and co-ordinate PAGE travel to North America and the President's and senior leadership/faculty travel to North America.
- Work with supporter relations, events and alumni engagement colleagues to plan and implement an effective programme of events, donor stewardship and volunteer engagement to underpin philanthropy activities.

- Ensure that team members are actively engaging with the CRM and uploading timely contact reports and other relevant information.

- Liaise with PAGE colleagues and colleagues in Finance and Legal Division on gift agreements.
- Work closely with the Head of Prospect Research to ensure there is a pipeline of potential donors/funders capable of making gift commitments at all levels and that will support a sustainable year-on-year increase in income.

- Close working with colleagues across Regional Development teams such as Foundation Partnerships and Alumni Engagement, Corporate Engagement/Supporter Relations Teams.

- Work with the Strategic Projects Manager and Head of Communications to advise on the philanthropic potential for new fundraising propositions and giving opportunities.

Relationship management - general

- Work closely with our Campaign Ambassadors (faculty) and Campaign Thematic leads to support the delivery of Campaign priorities.

- Initiate and grow a personal network of senior key influencers who are able to advise and make introductions to strengthen and group our leadership philanthropy donor base.

- Collaborate with colleagues across PAGE and LSE on specific gift opportunities as appropriate to create, promote and embed a one-team approach to achieving our Campaign goals.

- Liaise with academic and professional service colleagues around the School to foster a better understanding of priorities and needs and to position PAGE and specifically philanthropy as a significant contributor to the School's on-going financial sustainability.

- To work with members of the Senior Management Committee on philanthropy opportunities, providing strategic direction and coaching on prospect cultivation.

Staff and team management

- To manage, develop and coach the role's direct reports and other staff across the Division involved in North America gifts to provide a coordinated service to the School and working to the Values and Behaviours of PAGE.

- Provide exceptional management, motivation, leadership and direction to ensure collective skills and priorities contribute to measurable success.

- Select, recruit, induct, coach and develop team members to deliver a high-quality service to stakeholders and support LSE's philanthropy and global engagement objectives.

- Conduct regular one-to-one meetings and career development reviews, proactively setting objectives and performance metrics, evaluating individual progress against objectives and PAGE targets, and identifying individual and team development needs.

- To set and manage the divisional philanthropy budget to inform staff travel, events and associated activity.

Other duties

- Ensure that the use, collection and storage of personal data during the course of philanthropy activities are compliant with Data Protection legislation and consistent with School policies, procedures and protocols.

- Ensure that all philanthropy staff are compliant with the Code of Fundraising Practice and the CASE Statement of Ethics.

- Participate in in-house training and be involved where appropriate with professional bodies such as CASE to represent LSE and both collect and disseminate best practices in the field.

- You will be required to travel very frequently to the region and work irregular hours in accordance with the needs of the role.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Free Speech
The Code of Practice on Free Speech outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability
The post holder is required to minimise environmental and energy impacts in the performance of the role and actively contribute to the delivery of the LSE Sustainability Policies.



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