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: Director of Development, North America

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

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Demonstrable fundraising experience with a successful track record in securing seven and eight figure level gifts	E
	Experience of working in partnership with and staffing senior institutional leaders, faculty and professional/support services staff as part of cultivation and solicitation of seven and eight figure donors and prospects	E
	Experience of fundraising from individuals (Trusts and Foundations)	E
	Understanding of and commitment to the highest standards of relationship management and donor stewardship	E
	Empathy with and understanding of the issues facing higher education globally and in the UK	E
	Experience of working with a complex donor/client relationship database e.g. Raiser's Edge/Salesforce	E
	Good office IT skills including general Windows experience (Word, Outlook, Teams, Excel and PowerPoint)	E
	Experience of fundraising internationally (North America)	E
	Experience of working in a large complex organization; experience of negotiating with multiple decision-makers and stakeholders	E

Communication	Excellent written and oral communication skills	E
	Excellent presentation skills across a range of audiences	E
	Ability to engage with prominent individuals in business, government and politics	E
	Excellent negotiation skills	E
	A high level of discretion in dealing with personal records and confidential communication	E
Liaison and Networking	Ability to build and develop external relationships on behalf of the School	E
	Ability to work with senior academic faculty and professional/support service staff in developing projects to present to donors	E
	Ability to deliver a coordinated approach to leadership philanthropy activity across the School and its overseas offices	E
Teamwork and Motivation	Ability to form and communicate a clear vision of the goals to be achieved by a team	E
	Expertise in coaching and motivating a philanthropy team to help deliver to stretching targets	E
	Ability to build relationships across the PAGE division	E
Decision Making	Ability to develop, implement and monitor effective strategic and operational plans	E
	Ability to resolve complex problems	E
Planning and Organising Resources	Ability to work to tight deadlines and to manage multiple tasks in a busy environment	E
	Budget planning and management	E
	Ability to organise own work and that of others in delivering multiple tasks and events, responding effectively to changing deadlines and conflicting priorities	E
Service Delivery	Ability to set and deliver high service standards	E
	Understanding of data protection legislation and experience in ensuring data is accurate, up-to-date and complete, and that systems are fit for purpose	E

Investigation, analysis and research	Ability to gather and analyse complex data and draw strategic conclusions	E
Other	Flexibility to travel & work outside normal working hours from time to time	E

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.