



# London School of Hygiene and Tropical Medicine

Head of Philanthropy

A large stone relief sculpture above the entrance, depicting a central figure holding a staff with a snake, flanked by two figures, and surrounded by a circular border with a scalloped pattern.

**LONDON SCHOOL OF HYGIENE  
AND TROPICAL MEDICINE**

# Welcome Letter

Thank you for your interest in the position of Head of Philanthropy at the London School of Hygiene & Tropical Medicine. Our School is an inspirational place to work. We have an international presence and collaborative ethos and are uniquely placed to shape health policy and translate research findings into real-world impact.

The Covid-19 pandemic is a social and an economic crisis just as much as it is a health one – its repercussions, severe and far-reaching, are still being felt across the world. This crisis has served to demonstrate the vital global health role that LSHTM has to play. We work on many fronts, tackling major global health challenges such as the rising tide of chronic diseases, the impact of climate change, and the ever-present threat of pandemics and infectious diseases.

Philanthropic income at LSHTM is critical to us being able to react swiftly to these threats. Within DARO we have worked hard to highlight the vital role of philanthropy in enabling us to be so responsive as an organisation, and we are seeing the results of our efforts. Fundraising income has risen significantly in recent years, culminating in us having a record-breaking year as we reached

an income level of c.£10m cash-in. I am incredibly proud of our team and achievements and it is an exciting time to be joining DARO as we continue to move forward with confidence, clarity of purpose, and at a pace aligned with innovations and opportunities.

Due to a long-term and valued team member leaving, we are looking for a motivated and experienced individual with the energy, drive, and ambition to lead and inspire our successful and experienced Philanthropy team. The successful candidate will join the DARO leadership team to help us to continue this positive trajectory and will be working closely with me in providing practical and strategic direction for a high performing team while ensuring that philanthropy continues to develop appropriate and lasting relationships with our supporter community at all levels.

With your help we can deliver even more extraordinary outcomes and impact. So, if you feel as passionate as I do about our mission to help improve global health and health equity and have the drive to use your fundraising expertise to empower your team, I welcome your application.

I look forward to hearing from you and would be available for an informal chat if you have any questions about the School, our team or the role. Thank you for taking the time to consider this opportunity.



**Valerie Boulet**  
Director of Development  
& Alumni Relations



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# Background Information

## Improving health, worldwide

The London School of Hygiene & Tropical Medicine (LSHTM) is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and transition of knowledge into policy and practice.

LSHTM have 3,300 staff based around the world with core hubs in London and at the MRC Units in The Gambia and Uganda. Our outstanding, diverse and committed staff make an impact where it is most needed, deploying research in real time in response to crises, developing innovative programmes for major health threats and training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. LSHTM's strategic collaborations in the UK and across high, middle and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

## Eye Health

Just one example of where LSHTM is making a real difference to global health, is the International Centre for Eye Health (ICEH).

Vision is our most critical and valued sense. In 2020, an estimated 1.1 billion people had vision impairment worldwide, of whom 43 million were blind. By 2050, these numbers are expected to rise to 1.8 billion people living with a vision impairment, of whom 61 million will be blind. This increase will be driven by ageing, growth, and urbanisation of the global population. The majority (90%) of children and adults needing sight-restoring services live in LMICs, where good quality eye care is a scarce resource.







The ICEH is based at the LSHTM and is widely recognised worldwide as the leading centre for research and education on eye health in low- or middle-income countries.

Thanks to our world class expertise, network, experience and impact in this field to date, and of course our funders, ICEH is uniquely positioned to meet the true scale of the challenge of strengthening eye health systems worldwide.

Further details can be found here:  
<https://iceh.lshtm.ac.uk>

### Rankings

LSHTM perform strongly in various global university leagues tables.

In the US News Best Global Universities Ranking 2022, we ranked second in the world for public, environmental and occupational health.

The strength and depth of world-leading research at (LSHTM) has been acknowledged in the results of the government's Research Excellence Framework (REF 2021). We are ranked first for the key measure of impact and joint 10th overall of all universities in the UK, in tables published by the Times Higher Education. We were also one of only three institutions found by the REF to be providing a world-leading environment for public health research in the UK.

We were announced as a recipient of the Queen's Anniversary Prize for Higher and Further Education for our global response to the recent pandemic, following a previous award of the same honour in 2017, in recognition of its response to the Ebola epidemic in West Africa.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Student (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities and the scale of contributions to national and international agencies.

### Equity and Diversity

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. LSHTM embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

### Development and Alumni Relations

2022 marks a turning point for DARO at LSHTM as we celebrate our best performance in over a decade. We are on target to raise at least c.£10M by the end of July, more than doubling the level of income DARO was achieving 4 years ago.

Local and international donors have supported new research partnerships on hygiene and health, new MSc programmes, scholarships for students from the global south and research on climate change and pandemic preparedness.

Looking ahead and whilst the activities focused on our strategic priorities continue, we will also be working closely with the MRC Units in The Gambia and Uganda. A recent visit by DARO to The Gambia in March identified numerous fundraising priorities, including the potential for funding to support a new training facility, and the delivery of training and leadership programmes. We plan on capitalising on a renewed interest by

donors in supporting institutions based in sub-Saharan Africa and future visits are planned to Uganda and The Gambia in the coming months.

DARO works closely with LSHTM's Director, Chairman of Council, Chair of Court and other senior leaders to cultivate and solicit major and principal gifts, particularly those from high-net-worth individuals. We have a strong track record of securing corporate partnerships, as well as a committed base of long-term support from charitable trusts and individuals.

### Regular & Alumni Giving

DARO has also recorded its best

performance in March and April for regular giving fundraising.

In 2021, we won a prestigious CASE Circle of Excellence Award for an innovative volunteering project. Building on the experience of a smaller, London-based data project during the 2014 West Africa Ebola outbreak, the Alumni team worked to establish a network of volunteers to devote small amounts of time to crowdsourced rapid data work for the WHO. Volunteers and academics worked together to evaluate every COVID-19 intervention in the world, producing the WHO database of global interventions in response to the pandemic, allowing international comparisons and informing response efforts. More than 1,500 alumni, staff and students in more than 40 countries joined forces with LSHTM experts to deliver this project and help governments around the world respond to the pandemic.

It is also worth noting that our "Pentacell" student-alumni wellbeing project has been shortlisted for a 2022 HEIST award.

Further details can be found here:

<https://www.lshtm.ac.uk/aboutus/alumni/blogs/2021/pentacell-lshtms-systemic-student-wellbeing-initiative>

LSHTM alumni can be found in senior positions in government, NGOs, academia and industry. They maintain a global network of volunteer-led Chapters and also facilitate initiatives such as alumni

to student mentoring. Our regular giving programme sees a significant proportion of alumni and staff donate each year.

Our international alumni events programme has restarted, with recent events in Nigeria, Canada and Switzerland, as well as a student-alumni networking reception in Keppel Street. Forthcoming events including the Distance Learning Reception, a Doctoral College Reception and the Global Mental Health Jamboree coinciding with the MSc's 10th anniversary.

For further information regarding our funding priorities please see:

<https://www.lshtm.ac.uk/supportus/fundraising-priorities>



## Vision

The vision is for DARO to be recognised by the global LSHTM community as a pivotal team at the heart of the School, growing in reach, relevance and impact.

## Mission

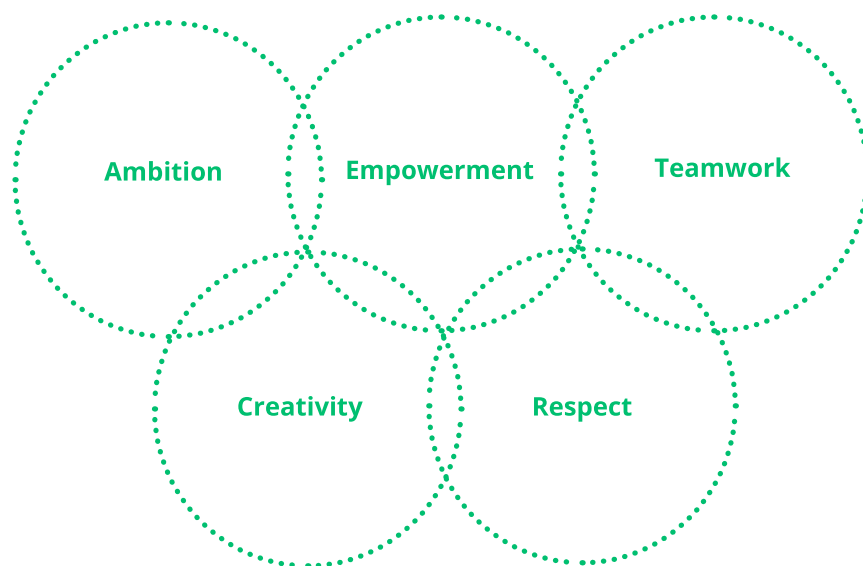
The team's mission is to play a leading role in the future progress and prosperity of LSHTM by embodying and embedding a

culture of philanthropy through strategic engagement and exemplary stewardship.

## Our values

The team's work is underpinned by a set of core values. These guide how we work with each other and colleagues across LSHTM, create an environment that is inclusive and encouraging, promote hard work and success, and help us to be a high performing team.

## Core Values



## Career Development Opportunities

Career development is a key focus within DARO, with opportunities for the post holder to develop their skills and experience in accordance with their goals and aspirations. DARO also places great significance on LSHTM's core values which ensure that everyone operates in a fair, ambitious, supportive environment with a strong feedback culture. We welcome

the opportunity to discuss personal development requirements with applicants for this role.

For further information visit:  
<https://www.lshtm.ac.uk>

## Strategic Objectives





# The Role

## Job Title

Head of Philanthropy

## Location

London, UK

## Reports to

Director of Development & Alumni Relations

## Direct Reports

Development Manager x 2  
Development Officer

## Key Relationships

Director of Development & Alumni Relations, Head of Alumni Relations and Regular Giving, Head of Operations, Director of LSHTM, members of the Council and Court, representatives of the Finance and Development Committee, Deans of the LSHTM Faculties, Directors and Co-directors of LSHTM Centres and Units including some within Africa

## Purpose

The Head of Philanthropy will be responsible for leading the LSHTM's major and principal gifts team, including international donors. They will personally build impactful relationships with prospects to secure six and seven figure plus gifts while supporting the Philanthropic Giving team. The team's primary focus will be on fundraising for gifts from individual donors, family trusts and corporate supporters for School priorities such as faculty research, student fellowships and capital improvements to the School's facilities.

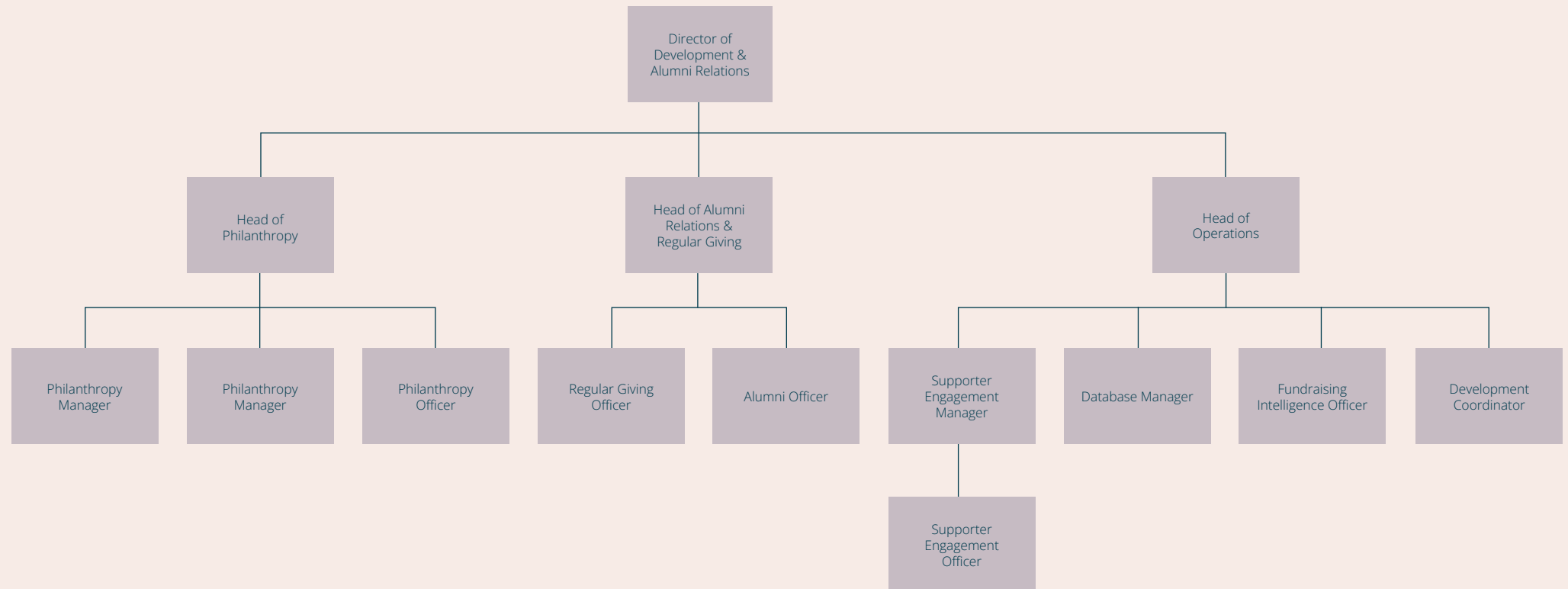
The successful candidate will oversee all details of related management of the team, including but not limited to coaching, reporting and stewardship of resource.

As the Head of Philanthropy develops their own pipeline and portfolio of donors they will oversee all details relating to a dynamic portfolio while driving the solicitation process forward, through the identification of new individual major and principal gift prospects; and implements strategy for solicitations, working with the stewardship team to manage stewardship reporting.





# Organisation Chart



# Key Criteria for Success

*After 12 months in post, the successful candidate will have:*

- Fully integrated within the DARO team, and be a valued and trusted member of the leadership team
- Galvanised a philanthropy team that takes a holistic and strategic approach
- Fully embraced the philanthropy strategy and taken it to the next level
- Met their metrics and income target for the year (c. £3M in pledges with existing relationships and a pipeline in place that will support the postholder in achieving this)
- Built credibility with key internal and external stakeholders across LSHTM through the development of strong professional relationships.





# Key Responsibilities

## Fundraising & Strategy

- Take strategic responsibility for major and principal philanthropic activity and oversight of the prospect pipeline
- Work with the Philanthropy team to further develop robust cultivation and solicitation strategies matched to prospect and donor interests
- Actively manage key volunteers such as the Council and Court, including international volunteers/members
- Support the Director of Development & Alumni Relations in cultivating and managing relationships with existing prospects, donors and senior internal and external volunteers
- Continue to increase income with a focus on principle level gifts, particularly in the UK and key markets, to increase income generation that is aligned with fundraising priorities
- Prepare and manage applications to Trusts and Foundations in support of strategic fundraising priorities
- Increase and maintain engagement with companies capable of giving gifts of six/seven figures, with bespoke opportunities identified for each corporate audience
- Support major donor activity via international travel to key markets, developing a proactive travel schedule that is data driven and mapping the geographical location of prospects against the travel of key stakeholders
- Identify key influencers and connectors from within the alumni/ volunteer community, who can help make referrals to individuals and organisations that can support LSHTM's work.
- Increase engagement and outreach with external stakeholders and senior volunteers to encourage prospect referrals, extend networks and lead to greater engagement and income generation.
- Expand engagement with academic champions at all levels (Professors, ECRs): upskilling academic champions to leverage their networks, with a focus on strategic priority areas
- Work with the Operations team to ensure effective reporting to the Director of Development & Alumni Relations; and key internal stakeholders

## Leadership & Management

- Ensure the team has the support and guidance to best nurture their own relationships, allowing them to achieve their financial targets and metrics
- Refine, communicate and continually improve business processes
- Manage the team's budget and deploy resources effectively
- Support the personal development of the Philanthropy team
- Conduct and monitor performance reviews for direct reports
- Be a champion for equity, diversity and inclusion and exemplify DARO's core values

## General

- Adhere to the School's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Work in accordance with the Data Protection Act
- Undertake such other duties as may be reasonably expected
- Travel internationally as required



# Person Specification



## Experience and knowledge

### Essential

- Significant experience of frontline fundraising including the soliciting and closing of six and seven figure gifts
- Proven ability to refine and implement a fundraising strategy, including achievement of strategic objectives and targets
- Experience of leading and motivating a principal gift fundraising team
- Proven ability to engage with UK and international donors

### Desirable

- Experience of principal gift fundraising in a higher education or a research-intensive environment
- Knowledge of a subject that relates to LSHTM research
- Knowledge of international tax effective giving mechanisms
- Experience of successfully delivering complex VIP fundraising events
- Knowledge of the regulatory environment for fundraising
- Prior experience working within a capital campaign

- A university level education, preferably to postgraduate level or significant professional experience

## Skills and abilities

### Essential

- Strong leadership and people management skills, with the ability to self-motivate and inspire others
- Proven ability to work autonomously and collaboratively
- Strong negotiation skills
- Ability to delegate when required
- Ability to build strong relationships with a wide range of people, including at the most senior level
- Ability to create a vision and be involved with the creation of annual and multi-year plans
- Contribute to and influence developments in a complex institution
- Proven high level communication, interpersonal and presentation skills
- Strong analytical skills with ability to interpret and explain data to a variety of audiences

### Desirable

- Higher Education or related health experience
- Fluency in a language other than English

## Attitudes/Attributes

- Confidence in ability to manage complex relationships
- Strong and supportive team member
- Extraordinary attention to detail
- Discretion and tact
- An interest and passion for contributing to improvements in global health
- Willingness to step into a variety of tasks to achieve departmental objectives
- Willingness to work irregular hours and to undertake international travel
- Commitment to continued professional development and peer learning for self and others
- Goal oriented and able to maintain high levels of motivation in complex environments



# Next steps

## Terms

The salary for this role is positioned at a grade 7 - £46,704 to £55,772 with the potential to take the package up to £62,000 via the inclusion of a market supplement, depending on skills and experience. To discuss salary parameters please call **Julie Baker**, Research Consultant at Richmond Associates.

### The package includes:

#### Annual leave entitlement:

30 days holiday to all staff (pro rata for part-time staff). In addition to annual leave and public holidays there are six annual closure days, known as 'Wellbeing Days', mainly spread over the Christmas and Easter breaks.

#### Pension:

The successful candidate will have the opportunity to join the USS pension scheme.

#### Notice period:

3 months

LSHTM offers a range of benefits to its staff, details of which can be found here

Flexible working arrangements: LSHTM has a newly implemented Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## How to Apply

### Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.
5. Completed equal opportunities monitoring form, and application form.

## Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Julie Baker, Research Consultant at Richmond Associates.

Interview with LSHTM will take place **the week commencing 25 July 2022.**

The London School of Hygiene and Tropical Medicine will reimburse reasonable travel expenses to interviews upon presentation of receipts and within one month of the end of the recruitment process.

Closing date for applications is 9am on 15 July 2022.

Please send your application to **Kate Tilley**, Business Support Administrator

✉ info@richmond-associates.com  
☎ +44 (0) 20 3617 9240