



London School of Hygiene & Tropical Medicine

Philanthropy Manager



Welcome Letter

Thank you for your interest in the position of Philanthropy Manager 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.£11M 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.

We are looking for an experienced and motivated relationship builder to join us as our new Philanthropy Manager. Someone who enjoys working within a close, high performing team as they connect current and new supporters to our fundraising priorities.

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.£11M 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

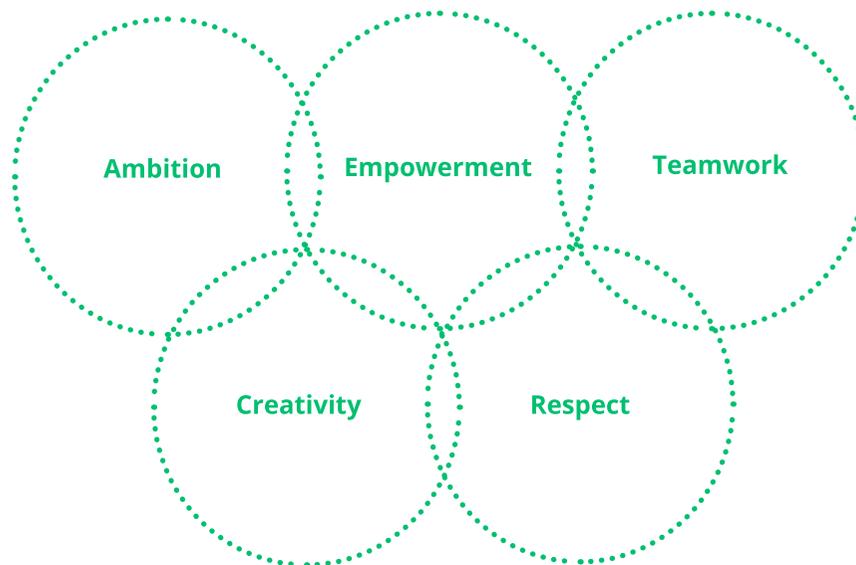
The team's mission is to play a leading role in the future progress and prosperity of LSHTM by embodying and embedding a

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

Philanthropy Manager

Location

London, UK

Reports to

Head of Philanthropy

Key Relationships

Director of Development & Alumni Relations, Philanthropy Manager (equivalent to this role), Philanthropy Officer, Head of Alumni Relations and Regular Giving and team, Head of Operations and team, 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

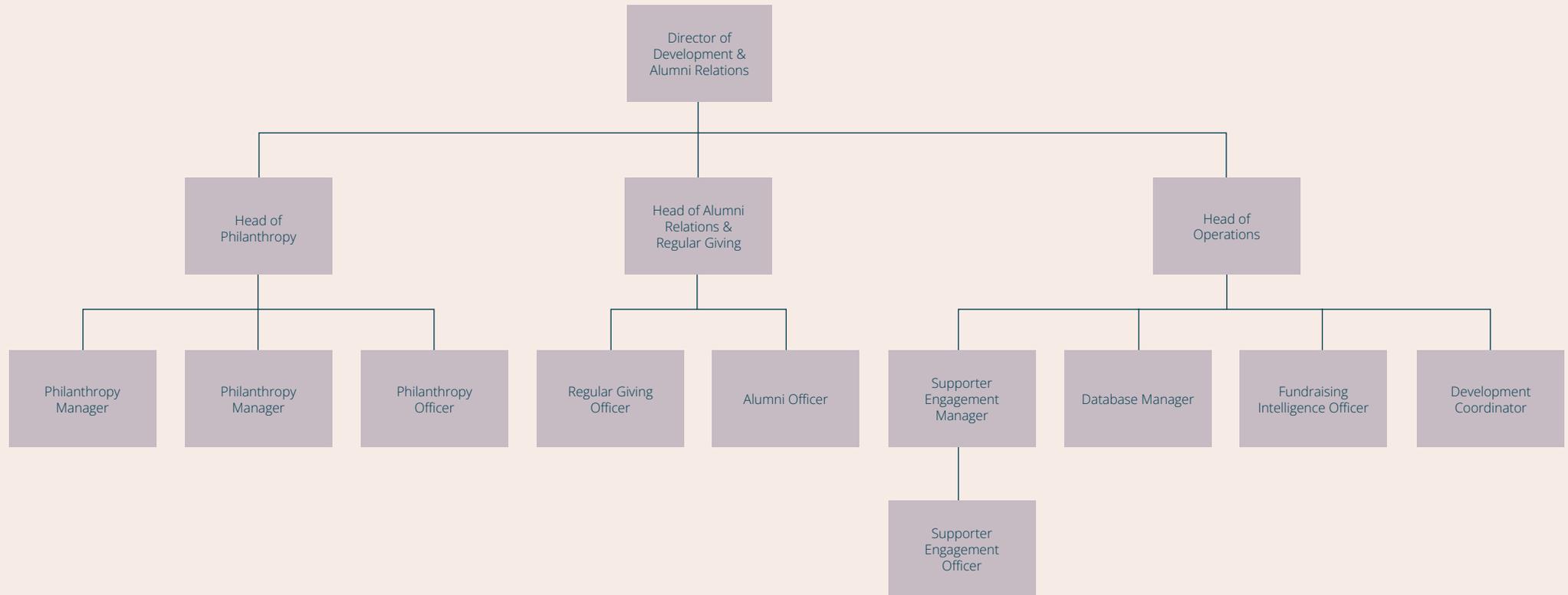
The Philanthropy Manager will be a key member of the Philanthropy Team at the LSHTM. Building relationships with individuals, charitable trusts and companies, they will help raise the profile of LSHTM and generate philanthropic funds from a growing community of supporters, engaging them in our mission through a blend of face-to-face interactions, events, written proposals and presentations.

We have ambitious plans to increase the role of philanthropy to support capital development, scholarships and research priorities that have a far-reaching global impact. This role will help to secure donations at five and six-figure levels to help achieve those ambitions.

Working closely with internal and external stakeholders, the Philanthropy Manager will help embed a culture of philanthropy across LSHTM and will deliver on the Philanthropic Giving team's strategic fundraising and engagement objectives.



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 team
- Met their metrics and income target for the year (c. £1M in pledges with existing relationships and a pipeline in place that will support the postholder in achieving this)
- Identified and initiated relationships with at least five new five- or six-figure level prospects, through a combination of research and working collaboratively with both internal and external stakeholders
- Created donor-centric cultivation plans for their assigned pool that will generate income over a three-year period
- Become the fundraising lead for at least two of LSHTM's research priorities
- Built credibility with key internal and external stakeholders across LSHTM through the development of strong professional relationships



Key Responsibilities

Fundraising & Strategy

- Manage a mixed portfolio of up to 80 prospects to include trusts, foundations, companies and individuals with the capacity to make major donations at five to six figure levels
- Assist with the planning and implementation of strategies to increase gifts from wealthy individuals, alumni, philanthropists, charitable trusts and companies at the level of £250,000-£1million+
- Work with the Supporter Engagement team to develop compelling messaging, alongside budgetary information as required, for applications and proposals to potential supporters, that highlights LSHTM's unique global role, its strategic fundraising priorities and impact of philanthropic support
- Work directly with senior staff, including the Director of LSHTM, members of the Senior Leadership Team, Council, Court and academic leads, and facilitate meetings with potential donors as appropriate
- Represent DARO on occasional international fundraising trips and provide support to the Head of Philanthropy, Director of Development & Alumni Relations and senior

stakeholders including the Director of LSHTM and Chairs of Court and Council

- Work collaboratively with research support to increase the depth and breadth of the current prospect pipeline, with a focus on new prospects within the key fundraising markets and prospects that meet fundraising priorities

Relationship Management

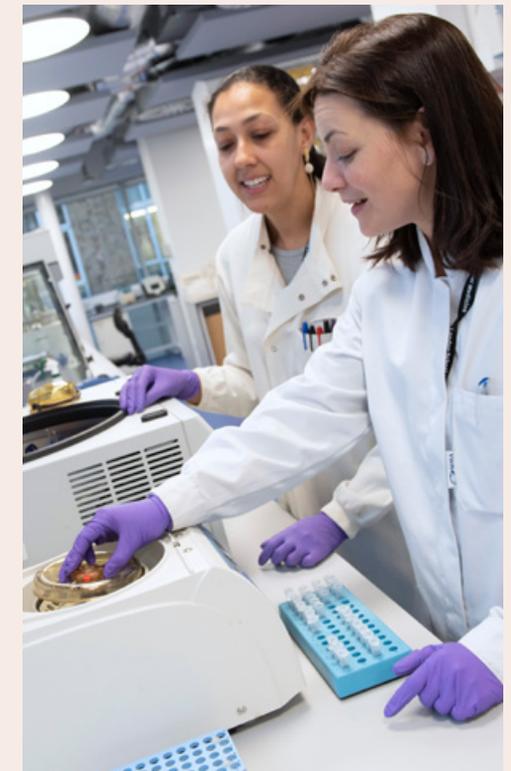
- Develop meaningful relationships with a pool of prospective major donors, companies and trusts and foundations through structured cultivation plans and key points of engagement that align to their philanthropic interests
- Initiate and grow a personal network of senior key influencers who are able to advise and make introductions to strengthen and grow our major donor base
- Act as a point of referral for specific projects and liaison with senior academics, as guided by the Head of Philanthropy and the Director of Development & Alumni Relations, to cultivate personal relationships with academic champions and engage them with philanthropy at LSHTM

- Work with the Donor Relations team to ensure appropriate reporting mechanisms are in place for key donor relationships
- Work with key influencers and volunteers to deepen their understanding of LSHTM and to deploy them effectively in fundraising approaches
- Contribute to the concept, planning and delivery of events and other opportunities to engage with LSHTM's community of supporters

General

- Follow policies and procedures to ensure constituent records are updated in a timely manner
- Manage workflow using a range of personal reports and dashboards through Raiser's Edge
- Adhere to LSHTM's policies for gift acceptance, flagging any issues regarding due diligence for philanthropic giving as appropriate
- Ensure compliance with regulatory bodies and data protection legislation in daily work and contribute to departmental awareness and initiatives regarding data protection

- Adhere to the School's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- 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 five and six figure gifts
- Proven ability to engage with UK and international donors
- Demonstrable experience of building and managing relationships with high-net-worth individuals, business leaders, influencers, senior volunteers and academic champions to successfully navigate towards agreed projects and programmes
- A sound understanding of data protection principles

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
- Prior experience working within a capital campaign

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

Skills and abilities

Essential

- Proven ability to work autonomously and collaboratively
- Strong negotiation skills
- 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

- 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 6 - £40,011 - £45,437 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 - to be completed at interview stage

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.

Interviews with LSHTM will take place mid September, after the summer holidays.

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 5 September 2022.

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

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