

Queen Mary University of London

Senior Development Manager, Trusts & Foundations



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Welcome note

Working at Queen Mary University of London means being part of a unique, world-class global University with a long, proud and distinctive history and an exciting future.

We are committed to improving lives locally, nationally and internationally. True to the vision of our founding institutions, we continue to open the doors of opportunity by seamlessly combining world-leading strengths in education and research with a deep and longstanding commitment to social justice, equality, and inclusion.

We are recognised as the most inclusive Russell Group university and are ranked first in the country for social mobility. We operate across multiple campuses in London and at sites across Europe and Asia, whilst maintaining a deep and enduring connection with our East London home.

The diversity of our student community is our strength. Over 33,000 students studying on degree programmes are drawn from over 170 nationalities. More than 92% of our domestic undergraduate students are from state schools; 75% are BAME, and 49% are first in family into higher education.

In 2021, Queen Mary excelled in the Research Excellence Framework (REF), confirming once again the University's status as one of the best research-intensive universities in the UK. Ranked joint 7th in the UK for the quality of its research, across the University 92% of Queen Mary's research has been assessed as internationally excellent or world-leading.

We think Queen Mary holds a special place amongst universities in the UK and globally. As we invest in the team this is an exciting time to join us. As a community, we are ambitious and excited by our future – do come and help us shape it.

We look forward to hearing from you.

Celeste Bright

Director of Development & Alumni Engagement



Background Information

Diverse thinking creates brilliant breakthroughs.

Queen Mary University of London is a Russell Group University with a difference.

Throughout our history we've put social justice and improving lives at the centre of our mission. Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

We embrace being part of one of the world's great cultural and economic centres, but we'll never forget our East End roots. In the 2023 Times Higher Education (THE) World University Rankings, we were ranked 16 in the UK, and 124 globally. World-class education with no limits. That's Queen Mary.

We're an institution dedicated to excellence, collaborating with scholars around the world. We believe that when diverse experiences, perspectives and disciplines interact, truly original thought happens. Our vision is to be recognised across the world as the most inclusive research-intensive University. We were proud to be recognised as the most inclusive Russell Group university in The Times and Sunday Times Good University

Guide 2021, when the authors noted: "Queen Mary continues to prove that social inclusion and academic success are not mutually exclusive."

A multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines, we offer more than 280 undergraduate courses across 3 faculties – Humanities and Social Sciences, Science and Engineering, and Medicine and Dentistry.

Our world-leading research has a global impact, whether it's leading investigations into a cure for haemophilia, formulating a revolutionary new political theory, or pioneering developments in artificial intelligence. We pay great attention to developing and nurturing our researchers'



careers, supporting their ambitions and goals, and this collegiate and inclusive approach has brought us great success. We were ranked joint 7th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and we are proud of the transformative impact made by our research teams both in our local community and around the world. We continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

Our deep roots within the local community saw us become the first UK University to be awarded a Platinum-level Engage Watermark for public engagement by the National Coordinating Centre for Public Engagement. We are home to the Blizard Institute, including the Centre of the Cell – the world's first science education centre within working biomedical research laboratories – and the Neuron Pod, both of which are central to our public engagement work and in inspiring education and careers in science. Queen Mary's Legal Advice Centre provides free legal advice to our community by bringing together the expertise of our faculty, students, alumni and professional networks. In doing so it aims to promote access to social justice and has seen a record number of client enquiries and appointments in the last academic year.

A proud history of social justice

Throughout our history, social justice and equality have been central to our mission. From our origins in four historic institutions, including Westfield College, which promoted women's education, St Bartholomew's Hospital Medical College, which gave medical treatment to London's poor, social justice is in our DNA.

It continues to this day: our research helped to underpin the national campaign for a real Living Wage. In 2006, we became the first UK university to become a Living Wage employer. Queen Mary became a founding partner of the Living Wage Foundation in 2011, which continues to campaign for a Living Wage and recognises those employers who pay their staff a wage that meets the cost of living rather than the Government minimum. By 2014, the Living Wage initiative had lifted more than 120,000 employees and their families out of working poverty and continues to do so.



Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of our kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal. We are:

- **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.
- **proud** of the difference we can all make when we work collectively.
- **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.
- **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.
- **ethical**, acting with the highest standards, and with integrity, in all that we do.

Equality, Diversity and Inclusivity in our Community

Our community of over 33,000 students and 5,400 members of staff represent us across our multiple campuses in London and sites across Europe and Asia. Our alumni community of c. 210,000 in over 170 countries around the world, have gone on to proudly represent us across the worlds of academia, politics and law, to medicine, media and computer science.

Inclusivity is key to who we are and to achieving all our ambitions. Unlike many other Russell Group universities, we attract a very diverse student population. Of our 33,000+ students, over 41% are from overseas. 92% of our home students are from state schools, 75% are Black Asian Minority Ethnic (BAME), 49% are the first in their families to go into higher education and over 30% are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. c40% of our students commute to our campuses daily. Our staff body is also diverse and is drawn from all over the world.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.





EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional Athena SWAN award for advancing gender equality, and is also a Stonewall Diversity Champion and commits to advancing LGBTQ+ inclusion by submitting to the Stonewall Workplace Equality Index. We also offer a number of development programmes including Springboard, Aurora and B-Mentor. We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure.

Development & Alumni Engagement

We are very embedded within the local community, and at the same time enjoy a global reputation and significant partnerships with leading institutions across the world.

Currently, the Development and Alumni Engagement Department sits within the External Relations Directorate, which is

responsible for raising the awareness and reputation of Queen Mary among its target audiences, for all elements of our global engagement, including international policy, partnerships and recruitment, for UK student recruitment, marketing and widening participation, and development and alumni engagement.

Queen Mary is in a strong position to attract significant philanthropic income. We have a unique positioning, with world-leading research across disciplines combined with a strong, and deserved, reputation for social mobility, social justice and recruiting students from backgrounds typically under-represented at research-intensive universities. In addition, we are taking steps to further improve alumni engagement, and have an agreed Action Plan in place to demonstrate our role in delivery of the University Strategy.

The Development function is currently small and has to date attracted correspondingly small amounts of income through philanthropy. The potential is significant. With over 210,000 alumni on our database, and a significant range of close partners to work with, we want and can do much more. The University is investing in the Development and Alumni Engagement Department and we are looking to fill key roles with talented individuals who share our ambitions. Could you be one of them?

For further information visit:

<https://www.qmul.ac.uk/> and <https://www.qmul.ac.uk/strategy-2030/>.

The Role

Job title

Senior Development Manager,
Trusts & Foundations

Location

Whitechapel, London, UK

Reports to

Head of Development

Key relationships

Colleagues within the DDAE office,
and teams across: each of our faculties,
Legal, Communications, Marketing,
and International

Purpose

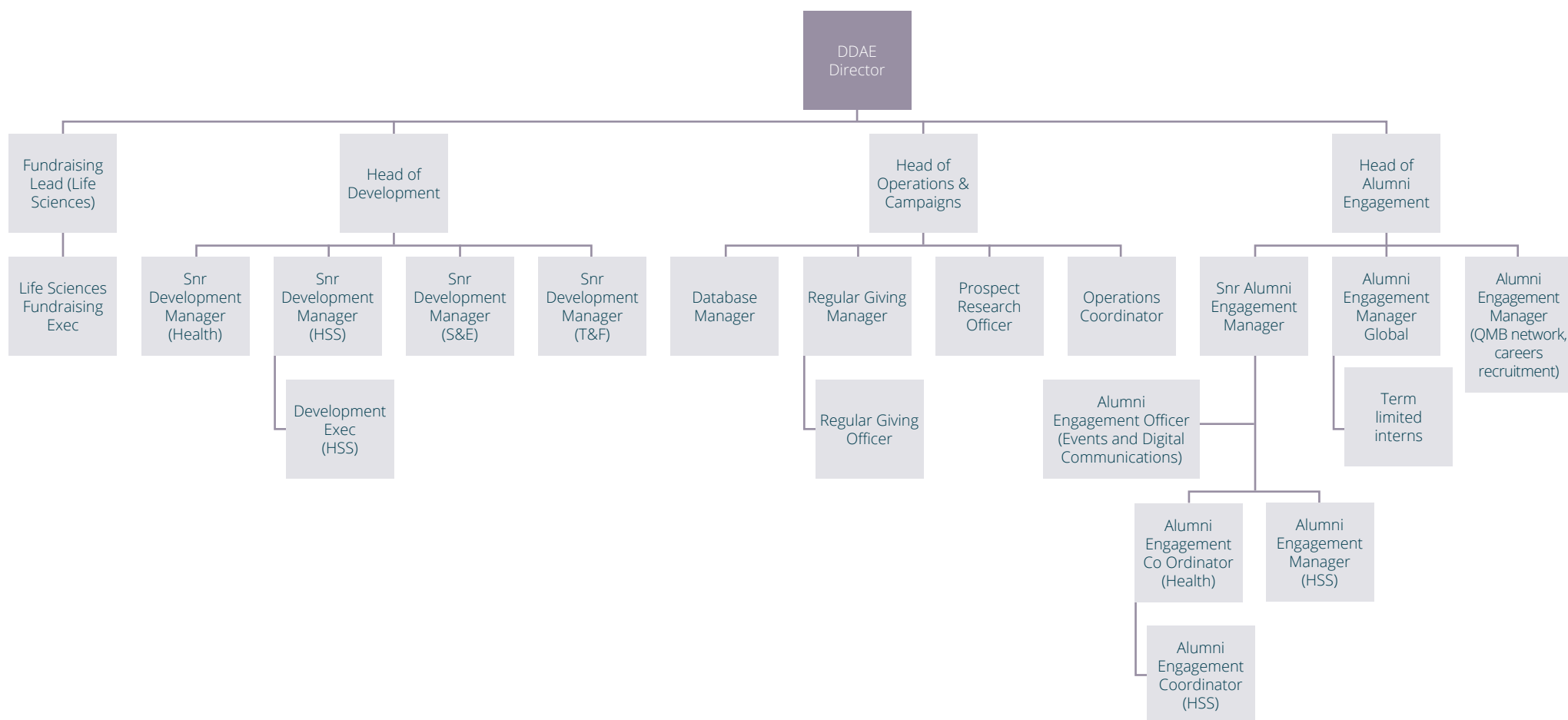
Queen Mary University of London's Directorate of Development and Alumni Engagement (DDAE) works to develop mutually beneficial relationships with Queen Mary's alumni and seek philanthropic support from those alumni and other donors to further the University's mission and vision.

This role sits within the growing Development Team and will be responsible for managing a UK and international portfolio of current and prospective major donors (including major charitable trusts and foundations, corporate foundations, Livery companies and family foundations), developing relationships, soliciting major gifts and stewarding donors effectively to encourage their lasting support.

As trust and foundation lead for Development, you will work closely with the Head of Development, Director of DDAE, and academic and professional services colleagues to identify opportunities for philanthropy and contribute to a fundraising step-change for the university, in support of our ambitious Strategy 2030.



Department of Development & Alumni Engagement



Key Criteria for Success

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

- Taken ownership of the portfolio of major charitable trusts and foundations, corporate foundations, Livery companies and family foundations, having established relationships with key contacts, created cultivation plans, and initiated funding conversations with agreed priority prospects
- Identified opportunities for funding in support of Strategy 2030 in collaboration with the Head of Development, Director of DDAE, and key contacts across the University
- Become a valued and trusted senior member of the Department of Development and Alumni Engagement and wider External Relations Directorate
- Developed good working relationships with key stakeholders across the University



Key Responsibilities

- Work with the Head of Development to implement a trust and foundation fundraising strategy for the university, alongside co-created annual operational plans
- Manage a portfolio of current and prospective major donors, cultivating relationships and soliciting 5 to 7+ figure gifts with bespoke proposals and meeting annual income targets
- In coordination with the Head of Development, academic and professional services colleagues, identify, co-create and develop new giving opportunities and lead in the development of powerful case for support statements for agreed university priorities
- Work closely with Alumni Engagement colleagues to co-ordinate activity and identify areas of mutual opportunity
- Develop stewardship plans for donors to ensure they are kept informed of the progress and impact of their gift and to strengthen their relationship with the University
- Work with the Head of Development, Prospect Research Manager and other Development colleagues to create a pipeline for prospective major donors
- Work with the Development Operations Manager and colleagues in the Faculty to ensure the database is used effectively and kept up to date
- Maintain networks with colleagues holding similar roles at other UK universities in order to stay at the forefront of best practice in fundraising
- Deputise for the Head of Development at internal and external meetings as required
- Keep up to date with best practice and trends in fundraising, particularly in higher education
- Have a willingness to be flexible as this role will require evening and weekend work and national and international travel to support major events and activity of DDAE and the wider-university such as high-profile alumni events, graduations, open days and clearing

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.



Person Specification

Experience and knowledge

Essential

- Significant experience of managing a portfolio of prospective major gift trust and foundation prospects, developing relationships and personally securing significant (6-figure+) philanthropic support for institutional priorities
- Demonstrable experience of working to and achieving challenging financial targets
- Demonstrable experience of devising successful trust and foundation fundraising strategies
- Excellent knowledge of best practice in philanthropic fundraising and applying those principles successfully in a university, charity or other similar environment

Desirable

- Experience working within Higher Education fundraising and alumni engagement
- Knowledge of charitable giving and the role philanthropy plays in Higher Education and research
- Experience of fundraising from international donors

- Experience of using a sophisticated CRM database to manage and record activities and actions related to fundraising
- Solid understanding of the latest Data Protection and Freedom of Information legislation

Skills and abilities

Essential

- Ability to be proactive, think creatively and develop innovative proposals and solutions to meet the needs of both donors and the University
- Ability to engage and influence internal and external stakeholders at all levels
- Ability to manage time effectively and be well-organised
- *The ability to meet UK 'right to work' requirements

Attitudes and approach

- Passion and commitment for fundraising and demonstrating the value of Higher Education
- Solutions-focussed, with a flexible and professional approach to work

- Flexibility to work evenings/weekends, and undertake frequent travel within the UK and occasional overseas travel, as demanded by the role
- Professional, articulate and persuasive at a senior level
- Well-organised, with good time management
- Quick learner with a flexible approach to the changing nature of the role
- Able to attend and represent the work of the department at alumni and donor events, graduation ceremonies and some committee meetings when required, some of which are held in the evenings and at weekends

Qualifications

Essential

- Educated to degree level or with equivalent professional experience

Desirable

- Graduate of the CASE Spring Institute in Educational Fundraising or similar fundraising qualification

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable form of evidence to verify their right to work.

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered highly skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. **For further information on this, please visit the UK Visas and Immigration website:** <https://www.gov.uk/browse/visas-immigration/work-visas>

Terms

The salary range for this role is positioned at c. £52,549 - £58,595 per annum, depending on experience with further flexibility available for an exceptional candidate. To discuss further, please call **Sonja Dunphy, Managing Director** or **Julie Baker, Consultant** at Richmond Associates using the contact details at the end of this pack.

The package includes:

Annual leave entitlement:

30 days for full time equivalent, plus public holidays

Pension:

USS Pension Scheme - **Pension scheme**

Relocation package:

Available where applicable

Other staff benefits include:

Season ticket loan scheme

Cycle to work scheme

Qmotion sport fitness centre

Employee Assistance Programme

Family friendly policies

Flexible working practices

On-site day nursery

Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish, and are very proud of our teaching and learning, having been awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17).

We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Platinum award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population and our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

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Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this, Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Next steps

How to Apply

Applications should consist of:

1. A comprehensive curriculum vitae (up to 2 pages) giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter (up to 2 pages) 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.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Sonja Dunphy, Managing Director at Richmond Associates.

First interviews with Queen Mary University of London will take place from **mid October**, with panel interviews taking place from **late October 2023**.

Queen Mary University of London will reimburse 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 6 October 2023.

Please send your application to **Shanelle Chong**, Business Support Assistant:

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

