

# University of Birmingham

## Charitable Funding Partner



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# Welcome message

People are at the heart of everything we do, whether they are the students we support through scholarships, the researchers we help to take their ideas further, or the exceptional colleagues we get to work with every day. Which is a good thing, given that a phrase you frequently hear in teams like ours is that “people give to people”.

We are at the midpoint in our institutional campaign, Birmingham In Action, and with this significant investment into the team, now really is the time to join (actually, don't tell anyone, but there is even more investment to come in the next couple of years!). Much of the hard work has been done - steering the campaign through the various committees to get sign off, and launching it around the world. Frankly, now we're at the exciting part; it's time to take these fantastic projects, these investment opportunities - in cancer, youth mental health, our environment, scholarships and so much more - to potential donors, in Birmingham, London, and beyond, and ask people to join us as the University seeks to address these global challenges. This is why we are looking for someone like you to join us at this crucial time.

Like me, I imagine you too are attracted by the scale of the ambition, the excellence of the campaign presentation, and the fantastic opportunity that working for a huge, civic University with over 300,000 alumni around the world offers. As well you should be! Birmingham In Action will be one of the best campaigns to work on, one of the largest in the modern history of UK Higher Education, and you can play a vital part in securing our ambitious yet achievable objectives.

Our team members are passionate, creative, and ambitious individuals who are dedicated to our work, as well as to supporting each other. We are determined to welcome a diverse group of colleagues into our team to represent the student body we support, the alumni constituency we engage with, and the city in which we thrive. If you want to make an impact, take on a new challenge, and work alongside a talented, supportive and dynamic gang then this is the role for you. I see this as an opportunity for someone to make their mark both at the University of Birmingham and within their career. Hopefully you see the possibilities that I do, and will consider joining us; we're ready to welcome you, to stretch you, and to give you every opportunity to flourish.

What are you waiting for?



**Gavin A. Maggs**  
Director of Development  
& Alumni Relations

# Background Information

The University of Birmingham has been challenging and developing great minds for more than a century. The University grew out of the radical vision of our first Chancellor, Joseph Chamberlain. Founded in 1900, Birmingham represented a new model for higher education. As England's first civic university, students from all religions and backgrounds were accepted on an equal basis.

The University has a global reach, including several partnerships with other leading universities around the world. We are an ambitious and successful research-intensive University (one of the top 100 research-led universities globally) and have produced 10 Nobel Prize winners, including three who received their awards in 2016.

We are also grounded in our local community, having opened the first fully comprehensive university secondary school in 2015, and played host, as an Official Partner, to the Birmingham 2022 Commonwealth Games. Our exceptional facilities allowed the University to deliver an outstanding international sporting event that focussed the eyes of the world on our city, our region, and our world-leading reputation for excellence. Over 1,000 staff and students volunteered in and around the Games, and our

campus hosted the hockey and squash tournaments with alumni and students securing a total of TWELVE medals!

Characterised by a tradition of innovation, research at the University has broken new ground, pushed forward the boundaries of knowledge, and made an impact on people's lives. We continue this tradition today with our academics tackling a wide range of issues that challenge our society. From exploring the impact of climate change, helping to address global health epidemics, and changing our understanding of Shakespeare, our academics are making a positive difference in our world.

Alongside this, access to education remains a key part of our purpose, ensuring the brightest and best students are not held back by their circumstances and have the opportunities they deserve. Our students come from nearly 150



countries and our flagship outreach programmes mean that almost 25% of our student population come from disadvantaged backgrounds: one of the highest proportions in the UK.

### About DARO

The Development and Alumni Relations Office (DARO) exists to support the academic and student community by engaging, inspiring, and celebrating alumni, individuals, corporates, and charitable funders who give their money, time, and networks to support the University's strategic priorities. The Office, which is comprised of five teams, is focused on fundraising and



volunteering from alumni, organisations, and individuals who are passionate about changing lives, through funding various research trials, supporting student bursaries, mentoring students, and providing internships.

DARO colleagues are empowered, passionate, creative, and ambitious individuals who have a great sense of humour and like to have fun! Our mission is to attract, develop, and retain amazing people, ensuring everyone flourishes and succeeds in their role.

Our commitment to our people is clearly demonstrated by our outstanding Staff Survey scores. We are a friendly team who enjoy spending time together. Amongst other social events we have an annual summer picnic and awards event which is a particular highlight of the year and we are committed to training and development with a strong affiliation with CASE Europe.

As the office grows, so do our ambitions, and by joining us you will help us to become the most innovative, diverse and sector leading office globally.

### Our Campaign

In October 2019 we launched the Birmingham In Action campaign, which aims to transform lives for our generation and the next, by tackling some of the world's greatest challenges, today. The campaign is truly global (having launched in Birmingham,



London, Hong Kong, New York, and San Francisco) and aims to raise £400 million, and secure 1 million hours of volunteering, making it one of the largest campaigns in the UK Higher Education sector.

Our campaign will continue to engage with our alumni community, staff, students, volunteers, high-net-worth individuals, here and abroad, as well as the global grant-making trusts and corporate partners who have the capacity to support us and affect real change, to turn research into life-saving solutions, and ensure young people are not held back by their circumstances and have the opportunities they deserve.

For more information about our campaign priorities, please go to the campaign website: <https://www.birmingham.ac.uk/birmingham-in-action/index.aspx>

See **Appendix A** for DARO team structure chart.

### Our Commitment to Equality, Diversity, Inclusion and Belonging (EDIB)

We value diversity and inclusion and welcome applications from all sections of the community. In DARO, we believe passionately that a diverse team is crucial to our success, and that each team member has a role to play in improving inclusivity and belonging.



As a team, we have worked hard to shape some initiatives of our own. These include creating a 'Know Better, Do Better' working group to share good practice and to discuss issues around E, D, I & B. We are also part of a number of University-wide groups such as the EDI Community of Practice Group, the Race Equality Network Committee, and the Rainbow Network, and we sit on workstreams for the Race Equality Charter. We also recognise the importance of improving diversity across the sector and belong to the CASE Multi-Cultural Network and the Ross EDI group.

Our commitment to Equality, Diversity, Inclusion and Belonging is part of our day-to-day activity and we hope, in joining our team, you will feel this is as important as we do.

### **Developing sustainable, smart campuses and ways of working**

We are committed to sustainability and we value green working practices. The environment is an integral part of our campaign and we encourage eco-friendly ways of working in order to have a positive impact on our campus and global surroundings.

DARO won a Green Impact Award, and have created a green policy for our office which recognises that day to day changes and improvements made by our team have made our working practices more sustainable. When we

work together as a team small changes can make a big difference!

### **Location**

Our estate is large and varied covering 672 acres, with over 200 buildings of different ages and architectural styles, ranging from grade one and two listed properties to state-of-the-art learning and research spaces. As well as the main Edgbaston campus in south Birmingham where DARO's office is situated, we have sites in Stratford-upon-Avon, Ansty (near Coventry), Coniston (in Cumbria), Ironbridge (Shropshire), and Dubai (UAE).

The campus offers excellent transport links with its own University Station located a five minute walk from the DARO office and a seven minute train journey from Birmingham city centre. Alongside the ample car parking spaces, travel discounts are available and DARO actively encourage the use of public transport and cycling to the office, as a way of improving our commitment to sustainability.

Staff have access to the campus bars, restaurants, shops, hair salon, opticians, and a sports centre and gym, including a 50m pool, which offers discounted rates for staff. For those passionate about arts, culture and academia, you will be able to make the most of the culture and collections on site including the Bramall Music Building housing the Elgar Concert Hall, the state-of-the-art Cadbury Research Library, The Barber Institute

of Fine Arts showcasing the work of renowned artists, The Lapworth Museum of Geology, and Winterbourne House and Garden. In January 2019 the University completed the Green Heart campus restoration - a dramatic and striking 12 acres of multi-use outdoor space for students, staff, and the local community to enjoy at the heart of campus.

In addition to these facilities you will have access to the University's outstanding nurseries, research facilities, faith support, wellbeing services, staff networks, and the opportunity to volunteer. All staff are entitled to an allowance of one day each year to volunteer locally. This is part of the

University's commitment to both the professional development of staff, and our civic responsibilities to the city and the region.

### University of Birmingham | Virtual Tour

#### Why Birmingham?

Located in the West Midlands, with excellent transport links to London, Birmingham is the UK's second-biggest city and a major European centre. It is a city of historical interest and contemporary vision, and has a rich and diverse community that creates a vibrant, multicultural and exciting place to live and work. As a dynamic and modern city with

significant inward investment, Birmingham continues to thrive.

Our city is home to the internationally renowned Birmingham Royal Ballet and one of the world's greatest concert venues, Symphony Hall. The City Museum and Art Gallery houses the world's finest collection of Pre-Raphaelite paintings alongside a major collection of old masters, modern, and contemporary paintings.

Alongside this the city offers a quality lifestyle, with 5 Michelin starred restaurants, and a busy calendar of festivals and events all set within the architecture and historic waterways of the city.

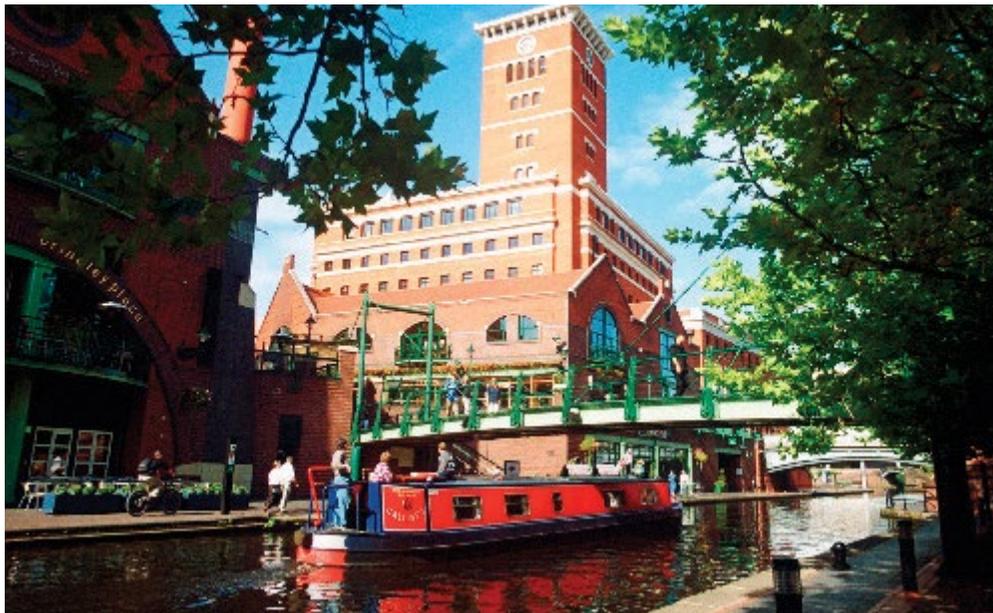
The city is also incredibly easy to reach. Right in the centre of England, it's well-connected by road, rail and air. The stunning New Street Station redevelopment opened in 2015; providing links to the University's own dedicated railway station as well as trains every 20 minutes to London, which is only an 80-minute journey. The spectacular Grand Central shopping and restaurant complex sits above the station and is just a short walk from the iconic Bullring, one of the largest dedicated shopping facilities in Europe. Birmingham will be at the centre of the high-speed rail network (HS2), which will have a significant, positive impact on access between London and the Midlands, reducing the journey time to London to only 45 minutes.

For further inspiration and information about the lifestyle offered by living in Birmingham you can visit:

<https://visitbirmingham.com>.

For further information visit:

<https://www.birmingham.ac.uk> and [www.birmingham.ac.uk/birmingham-in-action](http://www.birmingham.ac.uk/birmingham-in-action).



# The Role

## Job Title

Charitable Funding Partner (2 positions)

## Location

Edgbaston, Birmingham

## Reports to

Head of Charitable Partnerships

## Key Relationships

PVC Research, Heads of Colleges and Directors of Research teams; Senior and rising star academics; Director of Development, Associate Director for Charitable Partnerships and colleagues across DARO; Research, Strategy and Services Division, and wider Professional Services teams.

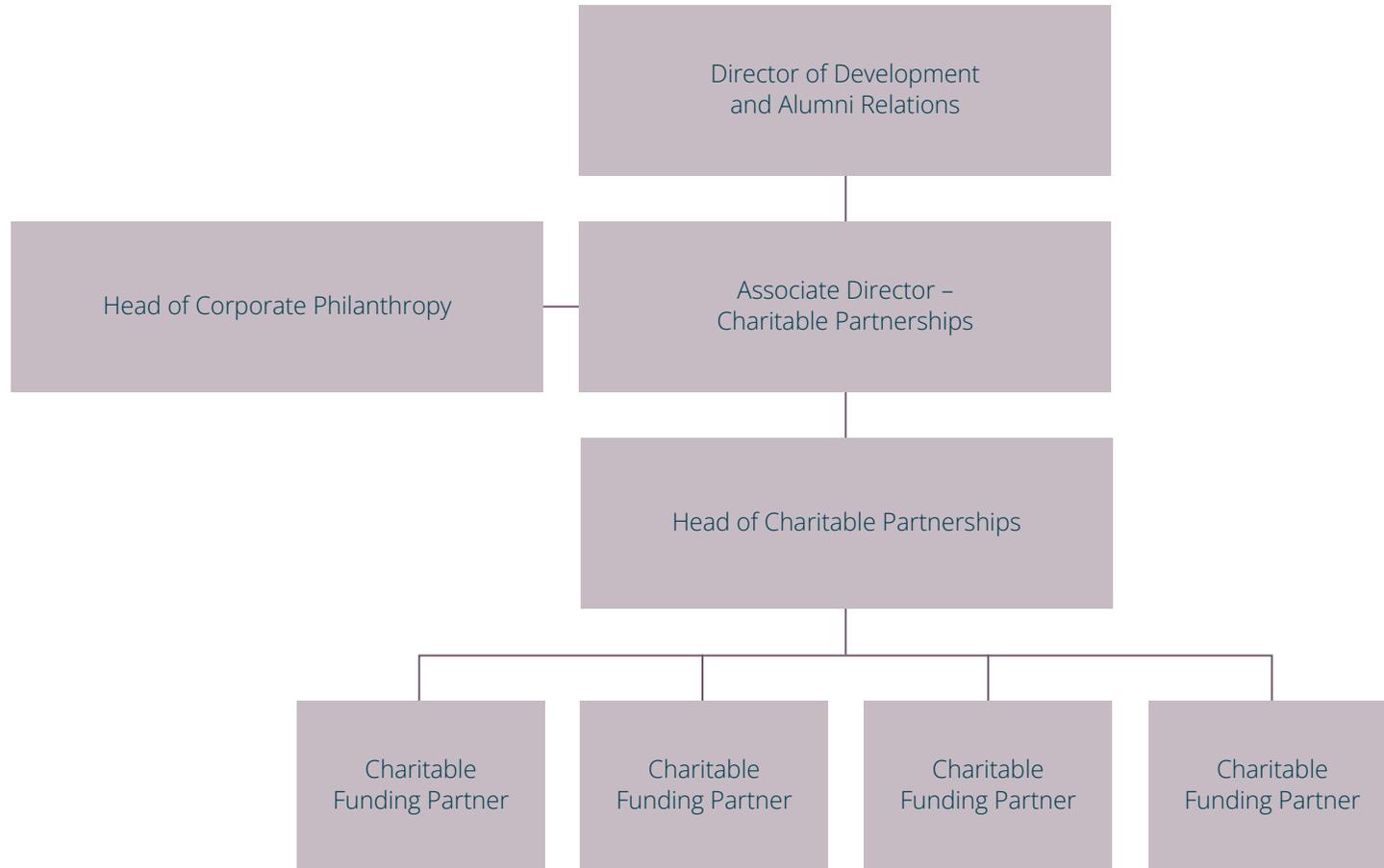
## Purpose

As key members of the DARO Charitable Funding team, the Charitable Funding Partners will work closely with a range of leading academics and senior leadership to identify and create new charitable funding opportunities from UK and overseas Trusts, Foundations and Charities; set up and manage the development of long-term charitable funder relationships; and, develop compelling charitable funding bids to secure support for our life-changing research, education, and capital programmes.

The Charitable Funding Partners will be allocated specific Colleges or Schools to champion and be expected to work collaboratively with colleagues to leverage all opportunities effectively.



# Organisation Structure



# Key Criteria for Success

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

- Established themselves as a trusted and valued member of the DARO team.
- Built effective relationships with key stakeholders and volunteers across the wider university and within the assigned Colleges and have these colleagues actively approaching the Charitable Funding team with ideas and opportunities.
- A good understanding on their portfolio and the developed plans for the coming 12-24 months, including further developing the prospect pipeline.
- Made significant progress towards achieving a 7-figure gift.



# Key Responsibilities

## Working strategically across the University and DARO team

- Adopt and embed a relationship-led approach to establish and manage long term, effective and profitable relationships with existing and prospective funders and stakeholders.
- Identify and create new 6, 7 and 8 figure gift opportunities by connecting the interests of charitable funders with the strengths, priorities and funding needs of the University. Working in collaboration with senior leaders, academics, and professional services staff (e.g. Research Support Services Division, Public Engagement, Student Services, etc.), support and build new and existing relationships with a range of charitable funders and external advocates who will help bring such opportunities to fruition.
- Understand the priorities for the University Strategic Framework, and its implications for Colleges, DARO and the University.
- Coordinate the full charitable funding process cycle from the proactive identification of philanthropic opportunities to the development and submission of compelling bids (including taking a leading role in

writing proposals, coordinating budgets, organising peer reviews of documents and interviews, and coordinating quality assurance of all bid components) through to gift acceptance and/or donor feedback.

- Managing the stewardship of a set portfolio of significant University charitable funder relationships (e.g. £m+ UK and overseas Charities, Trusts, and Foundations) in conjunction with the lead academics and DARO's Donor Experience Manager.
- Develop and deliver strategic and operational plans that will increase the number of charitable funders that are engaged with, and actively supporting, the University, including designing high-level cultivation events and discovery days that expand and strengthen relationships.
- Working with the Director of DARO, Associate Directors and the Head of Charitable Funding, support the strategic direction of the Charitable Funding team function.
- Build effective networks across the University (both with academics and Professional Services) to share research and funding intelligence, contribute to wider institutional

plans to manage collaborative asks and approaches to key funders, and develop authentic and meaningful funding proposals that align to institutional ambitions.

- Work in partnership with the Philanthropic Finance, Contracts, Legal and wider Research Finance teams to ensure charitable gifts are processed in alignment to donor wishes and counted in compliance with the campaign methodology.

- Work in partnership with University and College senior leadership teams, academics, and Professional Services colleagues to develop authentic and meaningful funding proposals that align to institutional strategy.
- Ensure all due diligence and gift acceptance procedures are fulfilled, and all relevant fundraising regulation and current data legislation are adhered to, with a commitment to the highest standards of ethical conduct.





### Fundraising and portfolio management

- Deliver against set financial targets to secure year-on-year charitable income growth, and create a sustainable pipeline of charitable funding prospects (UK and overseas Charities, Trusts and Foundations).
- Plan and manage a pipeline of funding applications to achieve set targets, both for in-year presence and long-term sustainability ambitions.
- Work closely with the Associate Director for Principal Giving, wider Charitable Partnerships Team and Prospect Research Team to identify charitable funder principal gift level opportunities.
- Maintain detailed records of all actions taken and information collected on the CRM database, reporting against pre-agreed KPIs.
- Efficiently use CRM to record and report on activity – feeding into campaign data, team reporting and management information for the senior leadership team.

### Management and leadership

- Opportunity for line management and professional development of a Charitable Funding Manager.
- Actively manage equality, diversity and inclusion through monitoring and evaluation and actively challenge unacceptable behaviour.
- Support the University's sustainability agenda through resource efficient working.

# Person Specification

## Experience and knowledge

### Essential

- Strong track record of securing 6 and working towards 7-figure gifts/research funding for charitable causes.
- Evidence of understanding and translating complex information to create compelling funding proposals, and the ability to present information, in both written and verbal form, in an engaging and accessible manner.
- Track record of identifying, building, and developing new and existing charitable funder networks in the UK and/or internationally.
- Demonstrable experience of building strong mutually beneficial relationships with senior level individuals both internally and externally (e.g. academics, senior leaders, Trustees), and leveraging these networks towards developing compelling cases for support and engaging charitable funding partners.
- Extensive experience of working to and delivering against financial targets.
- Experience of developing strategic funding plans.

- Experience of working with, inspiring and influencing senior-level individuals both internally and externally.
- Demonstrable record of achieving success through collaborative working.
- Educated to Degree level or have significant and relevant qualifications, training or practical experience.

### Desirable

- Management experience and track record of getting the best out of high performing team members.



- Experience of operating successfully within a comprehensive fundraising campaign.

## Skills, abilities and attitudes

- Enthusiastic team player, inquisitive about the combined worlds of research and philanthropy with the skill to spot new funding opportunities.
- Confident in your ability to initiate and grow complex inter-organisational relationships, including with key stakeholders who may be newer to fundraising activities.
- Enthusiasm for building relationships and co-creating initiatives with funders and the talent to showcase the amazing work of our academics and scholars.
- Collaborative and proactive nature, with a growth mindset and can-do attitude.
- Ability to work with initiative, navigate university structures with ease, and think and operate creatively and laterally.
- Strong negotiation, communication and interpersonal skills, and the ability to persuade and influence with sensitivity.
- Excellent time and project management skills, and the ability to effectively juggle competing priorities and manage tight deadlines.
- Ability to represent the University internally and externally with confidence, diplomacy, and authority.
- Ability to work with initiative, to take decisions, and think creatively and laterally.
- Ability to work to tight deadlines and prioritise workload under pressure.
- Lead by example to coach, train and develop staff.
- Commitment to and experience of championing Equality, Diversity, Inclusion and Belonging in your institution.
- Ability to monitor and evaluate the extent to which equality and diversity legislation, policies, procedures are applied.
- Ability to identify issues with the potential to impact on protected groups and take appropriate action.

# Next steps

## Terms

This role is positioned with a Grade 8 salary of £43,414 to £51,805 pa, with potential progression once in post to £58,284. To discuss salary parameters please call **Julie Baker**, Consultant or **Sonja Dunphy**, Managing Director at Richmond Associates using the contact details on the last page of this pack.

The package includes:

### Annual leave

Holiday entitlement for support, administrative, and other related staff is a generous 40 days per year, made up of 25 days annual leave, seven closed days, and eight Bank Holidays. For part-time staff, holidays are calculated pro rata. Our office also offers hybrid working and has recently been refurbished to provide a collaborative and creative working space.

## Pension

As an employee of the University of Birmingham you will have access to the USS pension scheme.

## Training and Induction

The University of Birmingham is committed to your personal development via a wide range of internal and external training courses and access to mentors, coaches, and a "buddy" scheme. There is also a comprehensive and bespoke induction programme.

Staff are invited to participate in the Staff Recognition programme, including an annual awards ceremony.

## How to Apply

### Applications should consist of:

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.

## Selection Process

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

First interviews with University of Birmingham are due to take place from early March 2023.

Closing date for applications is 9am  
Friday 24 February 2023.

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

✉ info@richmond-associates.com (preferred)  
📍 7-10 Adam Street  
London WC2N 6AA, UK  
☎ +44 (0) 20 3617 9240

# Appendix A - DARO Organisational Chart

