

APPOINTMENT DETAILS

Appointment of the University of Sussex Development Manager



US

UNIVERSITY
OF SUSSEX

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Introduction by the Director of Development & Alumni Relations



Thank you for your interest in the position of
Development Manager at the University of Sussex.

It is an exciting time to join the Development and Alumni Relations Office (DARO) at the University of Sussex as we welcome a new Vice-Chancellor and continue to successfully support the University's strategy: Sussex 2025, via raising vital fundraising income.

As you will see from our team testimonials below DARO at the University of Sussex is in a great place as a team, supporting each other as we work towards further increasing our annual income, so by joining the team you will be coming into a working environment which is encouraging, inspiring and conducive to success.

We are looking for someone who is an experienced, tenacious and self-driven fundraiser, who shares our vision as a university and our values as a team. In return we offer the opportunity to work for an institution that is forward thinking, within a team that is passionate about ensuring access to quality education.

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



MARINA PEDREIRA-VILARINO

About Sussex

We have challenged convention since the University's foundation in 1961 – from the modernist architecture of the campus on the edge of a rural national park, our excellent academics and creative professional services staff, and our inspiring students who choose to learn and live here, to the very tone of the Institution and the nature of its conversations.



THIS IS SUSSEX – WE DARE TO BE DIFFERENT

Today, our staff, students and alumni continue these traditions, making their own extraordinary contributions locally, regionally, nationally and globally.

Our lecturers deliver programmes of study that inspire students to develop the skills that make their education count, and that give them the confidence to make their mark in their chosen field.

Our staff conduct original research to explore the great questions of our age. Their findings impact policy and practice for businesses, NGOs and governments, ensuring that Sussex students are also at the forefront of knowledge in their subject.

Creative thinking, pedagogic diversity, intellectual challenge and interdisciplinarity have always been fundamental to a Sussex education. The University's goal is to deliver teaching and learning programmes that are informed by current research, are attractive to students from all socioeconomic and cultural backgrounds, and that deliver skills for life.

The University is committed to widening access for candidates from lower-income families, and awards a high number of scholarships and other types of financial support.

WHAT WE STAND FOR – OUR VALUES

Our five core values shape what we say and do. We will support our staff, students and alumni to create a flourishing and strong Sussex culture that continues our traditions of disruptive creativity and innovation:

1. Kindness
2. Integrity
3. Inclusion
4. Collaboration
5. Courage

Sussex 2025

Sussex 2025 is an ambitious, bold and distinctive strategic framework, reflecting a university that has been truly distinctive throughout its history.



OUR FRAMEWORK FOR CONTINUITY AND CHANGE

The University of Sussex has a long tradition of experimentation and innovation that has made a real difference to the lives of many students, and those who benefit from our research and wider endeavours. We will build on these achievements and evolve as a better university, dedicated to making a better world.

Our framework will guide the institution to 2025 and beyond. It is a seven-year transformation – an expression of what we stand for and how we will continue to build on our success whilst reinventing ourselves for the future.

In uncertain and changing times, we will need to make tough choices if we are to turn our ambitions into reality. By working towards a shared vision, and having an understanding of our common goals, we will prioritise our efforts. Our Strategic Framework is based on four dimensions:

- Research with Impact
- Learn to Transform
- Engage for Change
- Build on Strengths

For details of the full framework please visit:
www.sussex.ac.uk/strategy.

The University of Sussex is undergoing a period of significant change to deliver its strategic objectives and respond to the impact of the global pandemic. Through the institution's strategic framework *Sussex 2025*, the University's vision, values and future ambitions are set out, providing an articulation of how Sussex wishes to enhance its profile and build engagement with a wide range of stakeholders locally, nationally and internationally.

PROFESSOR SASHA ROSENEIL: VICE-CHANCELLOR

Professor Sasha Roseneil began her term as the Vice-Chancellor and President of the University of Sussex in August 2022. She is Sussex's ninth Vice-Chancellor and our first woman VC.

Previously, Sasha was UCL's first Pro-Provost for Equity and Inclusion and Executive Dean of the Faculty of Social and Historical Sciences. Before that, she was Executive Dean of the Faculty of Social Sciences at the University of Essex, and held leadership positions at Birkbeck, University of London and the University of Leeds.

To learn more about our new VC: <https://profiles.sussex.ac.uk/p96360-sasha-roseneil/about>

THE DEVELOPMENT AND ALUMNI RELATIONS DEPARTMENT

The Development and Alumni Relations Office (DARO) is part of the Communications, Marketing and Advancement Division within Sussex. DARO is responsible for the University's philanthropic fundraising and for developing and maintaining excellent relationships with the growing international community of alumni and friends of the University. As well as engaging with an active network of more than 120,000 alumni worldwide, the team is also responsible for organising Sussex's corporate events and graduation ceremonies, which are flagship milestones in the University's calendar.

In the last five years, the team have consistently been raising between £4M – 6M pa and there is an exciting trajectory and expectation for continued growth to take Sussex's fundraising efforts to new heights and aid the delivery of the ambitious goals set out in the University's strategy, Sussex 2025. True to Sussex's values and strategic aims, the team's priority is to grow philanthropic income in support of world-leading research with societal impact and the student experience in its broadest sense, with a particular focus on enhancing provision of scholarships for the best and most underrepresented groups in higher education.



DARO TEAM TESTIMONIALS

“Sussex is a breath of fresh air. It's been so rewarding to join a team which genuinely prizes collegiality, and where the vibrancy and diversity of activities across campus is matched by its beautiful, rural tranquillity”.

Chris Ralls, Development Manager - Trusts & Foundations

“The winning combination of an absolutely superb team alongside a wide range of interesting and meaningful projects. The collaborative culture brings out the best in everyone and we have the opportunity to make a real impact through the work that we do. It is simply a terrific place to work”.

Barbara Macpherson, Development Manager - Major Gifts

“Joining the team at Sussex has been a great career move. The supportive and inclusive nature of the wider team provides opportunities to glean insights and offer alternative viewpoints to challenges outside of the confines of any defined role. Good campus coffee too!”

David Nicholson, Principal Gifts Fundraiser

“Joining Sussex was one of the best decisions I've made. From the get go, the team was welcoming and friendly, and in my last six months here, that hasn't broken once. The Development and Alumni team at Sussex is really well integrated into the University, and is held in really high regard by others (made very clear by my introductory meetings last Spring!). If you're looking to work in a supportive and high performing team at an organisation with clear and progressive values, moments from the South Downs, City Centre and beach, Sussex would be well worth aiming for.”

Toby Burgess, Senior Database Manager

RANKINGS

University of Sussex is highly ranked in the UK and world league tables, and recognised internationally for our research, teaching and outreach.

- Joint 29th out of 103 UK institutions in the Times Higher Education (THE) World University Rankings 2023

QS World Rankings

- 1st in the world for Development Studies: QS World University Rankings by Subject 2022

Global Student Satisfaction Award winners – Student Diversity

We're thrilled to have won the award for Student Diversity at the 2021 Global Student Satisfaction Awards.

- This category asked students how friendly the atmosphere at their university was for people from diverse background – including different countries, cultures, religions, age, gender, and special needs.
- Our ambitious internationalisation strategy seeks to be inclusive and encourage a diverse student body, and this award is recognition of that diversity.

THE UNIVERSITY'S LOCATION

The University campus is located at Falmer, on the outskirts of Brighton & Hove, and is just 55 miles (90 kilometres) from London. Frequent trains from central London take as little as 50 minutes to Brighton & Hove, with a quick nine-minute connection to Falmer to reach campus. London Gatwick airport is only 30 minutes from Brighton by car or train, and London Heathrow is just over an hour's drive away.

BRIGHTON AND THE WIDER REGION

The city of Brighton & Hove has much to offer staff and students, and also offers a quality of life for young families that is hard to match. As well as a fabulous variety of shops, restaurants and pubs, the city also has a range of good schools and a very relaxed and tolerant atmosphere. Brighton has a truly diverse cultural scene with a wealth of theatres, cinemas and galleries. From pre-West End premieres at the Theatre Royal to the variety of experimental fringe productions staged throughout the year, and of course the famous Brighton Festival every May, there is plenty on offer.

The historic market town of Lewes is also close to campus, and many members of staff choose to live there because of its wide choice of housing and excellent schools.

Further details can be found here:

<https://www.sussex.ac.uk/>





Development Manager



The Role

JOB TITLE

Development Manager

LOCATION

Falmer, Sussex

REPORTS TO

Head of Development

KEY RELATIONSHIPS

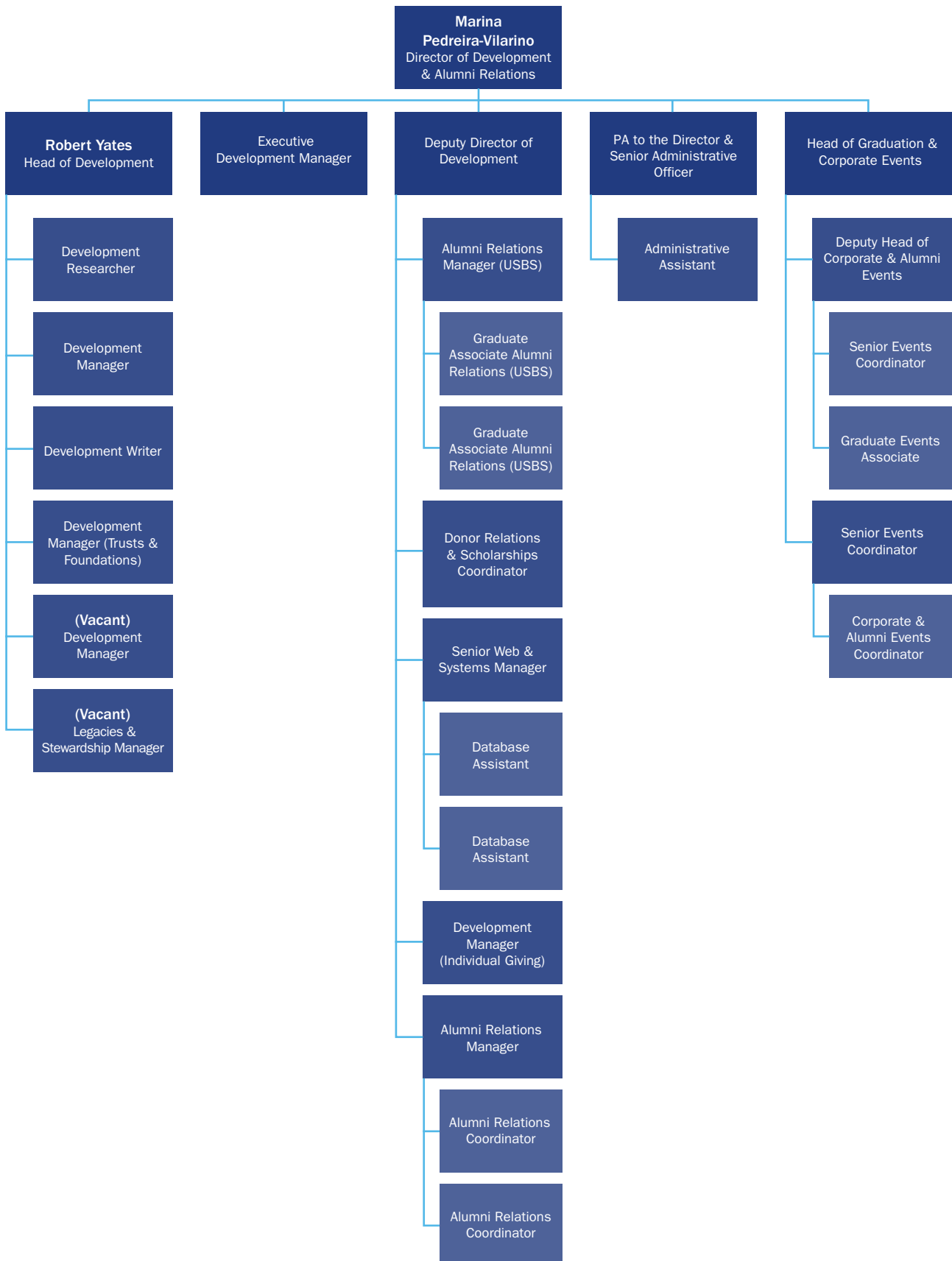
The Vice-Chancellor and other members of the University Executive Group, Members of Council, Court, senior alumni and donors, and representatives of major organisational supporters. Colleagues in DARO (in particular the Deputy Development Director and the Executive Development Manager), and senior academic and professional staff across the University.

PURPOSE

Working closely with colleagues in the Development Team, the Development Manager will devise and implement strategies for recruiting, retaining and expanding the mid-level range of donors by raising gifts (£5K+). Building and managing a portfolio of prospective and existing donors to secure regular, or single major gift donations they will grow philanthropic income in support of the University.

Making the most of an existing pipeline, they will develop the University's external contact networks to attract increasing numbers of potential philanthropic donors.

Divisional organogram



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
- Ensured that they are on track to meeting key performance and financial targets as agreed with the Head of Development
- Become familiar with their personal portfolio of donors and securing regular donations with the potential for major gifts
- Built credibility with key internal and external stakeholders across the University through the development of strong professional relationships

Key Responsibilities

STRATEGIC

- Working closely with the Major Gifts Team and the Head of Development to develop and implement cultivation and solicitation strategies to increase philanthropic income amongst existing and prospective donors who have the capacity to make gifts of £5,000 and above
- Working with the Head of Development, set and meet key performance and financial targets to increase the number of donors and income to support the Sussex Fund, scholarships and research programmes across the University
- Working with colleagues in Development and Alumni Relations, contribute towards enhancing the stewardship programme to aid donor retention and increase income

FUNDRAISING

- Building and managing a personal portfolio of c. 100 prospective and existing donors by cultivating and soliciting major gifts of £5,000 upwards from the University's alumni network, external contacts and corporations
- Identifying prospective major donors with a capacity to give £5K plus, designing and implementing strategies to engage them and interest them in supporting the University
- Networking in order to identify new prospective donors, and to engage volunteers in the identification, cultivation, solicitation and stewardship of new donors
- Undertaking tailored stewardship plans for each donor to ensure engagement and ongoing commitment, in conjunction with colleagues in DARO or other staff members as appropriate
- Promoting legacy giving to secure further pledges, and steward legacy intenders and pledgers in your portfolio to maintain and grow legacy supporter engagement
- Writing compelling and engaging fundraising proposals and cases for support to make the case for philanthropic investment in the University, its students and strategic priorities
- As and when required, writing stewardship reports for donors within the portfolio and content for the web, alumni magazine and social media that showcases the impact of donations on the University, its staff and students and that will encourage continued giving to Sussex

- Responding promptly to current and prospective donors' queries relating to their gifts
- Developing good working relationships with key faculty and senior management and engage them wisely and effectively in fundraising approaches
- Working closely with the Head of Development and the Development Manager (Individual Giving) to develop and implement strategies that facilitate the transfer of donors between programmes when appropriate
- Keeping up to date with tax-efficient methods of giving in the UK and overseas

DATA, ANALYSIS AND REPORTING

- Ensuring that information regarding meeting notes, actions, and follow-up required, is kept accurate and up-to-date using the Raiser's Edge database
- Reporting on fundraising performance against agreed targets while identifying giving patterns, ROIs etc
- Providing quarterly KPIs and annual performance data for the Annual Fundraising Review

GENERAL

- Being an internal and external ambassador for the University, helping raise the profile of philanthropic giving to grow a culture of giving among students, staff, alumni and friends of the University
- Liaising with other fundraising professionals to keep abreast of new trends and best practice in the sector, as well as research and recommend new activities to enhance alumni commitment to the University
- Keeping abreast of key developments and research projects at the University
- Undertaking any other team work required from time to time, such as assisting during Graduation ceremonies and occasionally attending evening and weekend events, for which time off in lieu will be given

Person Specification



Skills and abilities

ESSENTIAL

- Proven ability to prepare compelling and well written proposals, reports and correspondence as necessary
- Exceptional written and verbal communication skills demonstrating passion, persuasiveness, sensitivity and integrity
- Meticulous attention to detail and excellent organisational skills
- Proven ability to understand and articulate complex projects and programmes to a non-specialist audience
- Results-oriented, enthusiastic, and collaborative
- Affable, confident personality with an ability to command respect amongst external contacts and work well with people at all levels in the organisation
- A self-starter with the ability to work under own initiative as well as under supervision

Knowledge

DESIRABLE

- A working understanding of the principles of planned and tax-effective giving, including gifts of shares

Experience

ESSENTIAL

- Experience of securing philanthropic gifts, sponsorship, sales or other investments through face-to-face solicitation, following cultivation process which is focused on relationship building
- Experience of building a portfolio of donors and building networks of supporters.

DESIRABLE

- Fundraising experience in the higher education sector

Attitudes/attributes

- A commitment to higher education and a desire to champion the University's mission
- Flexibility to work occasional evenings and weekends to attend University events, and to travel for meetings regularly, occasionally overseas
- Evidence of a commitment to professional skills and knowledge development
- Confidence in ability to manage complex relationships
- Strong and supportive team member
- Extraordinary attention to detail
- Goal oriented and able to maintain high levels of motivation in complex environments



Working at Sussex



The salary for this role is positioned at £35,333 to £42,155 depending on skills and experience. To discuss salary parameters please call Julie Baker, Research Consultant at Richmond Associates.

BENEFITS

The University of Sussex offers a generous benefits package, including:

- 24 days, excluding bank holidays, Christmas and Easter closure days.
- Universities Superannuation Scheme (USS) pension.

Other benefits include:

CHILDCARE

There is a nursery on campus for children aged between three months and five years, operated by The Cooperative Childcare. It is open daily from 7.30am–6.30pm.

LIBRARY

Library facilities are available to all members of staff. The library is open around the clock during term time. The library's special collections, now housed at The Keep, include the papers of Rudyard Kipling, the New Statesman archive, Virginia Woolf's Monks house papers, many of Lord Richard Attenborough's scripts and papers, and the Mass Observation Archive.

RETAIL

There is a supermarket and post office, an academic bookshop, the Students' Union shop, a pharmacy and a bank on campus. In term time, there is also a weekly outdoor market.

SPORT

Sports facilities include sports halls, fitness rooms, a dance studio, squash courts and outdoor pitches. There is an extensive drop-in group exercise and courses programme including yoga, dance, pilates, trapeze, circuit training and aerobics. Sussexsport holds an annual boundary walk and boundary run for staff and students around the Sussex campus. It also offers children's birthday and sports parties from age two upwards and a full programme of sports camps and activities in the school holidays for children aged 5–16.

SUSSEX CENTRE FOR LANGUAGE STUDIES

The Sussex Centre for Language Studies provides a range of courses throughout the calendar year in English Language and Modern Languages that are open to staff as well as students. You can also use the Language Learning Centre to study over 50 world languages.

CATERING AND CONFERENCES

Sussexfood offers extensive catering facilities in Bramber House, as well as cafés across campus. There are also conference and hospitality services. You can also use the Students' Union bars and shop.

SUSSEX LECTURES

All staff are welcome to attend professorial lectures by Sussex academics and other talks by visiting lecturers and speakers.

ATTENBOROUGH CENTRE FOR THE CREATIVE ARTS

The Attenborough Centre is a state-of-the-art performance and display space that re-opened in 2016 after undergoing extensive refurbishment. The Attenborough Centre has a growing programme of performances and events and is a Brighton Festival venue.

FLEXIBLE WORKING

Sussex has a flexible working strategy, giving employees flexibility on where, when and the hours they work. The University is happy to explore the potential for flexibility in this role. Requests for flexible working options will be considered (subject to business need). The University discusses flexible working with all successful candidates.

Further details can be found here: <http://www.sussex.ac.uk/humanresources/reward-and-benefits>

EQUALITY, DIVERSITY AND INCLUSION

The University values diversity and welcomes applications from all sections of society. It is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. The University aims to ensure that job applicants and members of staff are treated solely on the basis of abilities and potential, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trade union membership or non-membership, socioeconomic background or any other inappropriate distinction. In order to ensure the effectiveness of this policy, it is necessary to collect information from all applicants on factors which relate to equal opportunity in employment and applicants are therefore asked to complete the Diversity Monitoring Survey which will accompany the appointment document. The information so provided will be handled in strictest confidence and will only be used for statistical monitoring purposes.



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, which can be found here: <https://www.sussex.ac.uk/about/jobs/development-manager-ref-8080>

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 University of Sussex will take place **early February 2023**.

The University of Sussex will reimburse reasonable travel expenses to interviews upon presentation of receipts and within one month of the end of the recruitment process.

**APPLICATIONS CONSIDERED
UPON RECEIPT**

**PLEASE SEND YOUR APPLICATION TO KATE TILLEY,
BUSINESS SUPPORT ASSISTANT:**

By email: info@richmond-associates.com

Tel: +44 (0)20 3617 9240

