



Fundraising Manager - Job Description

Reports to:	Director of Finance & Administration (DFA)
Line management responsibilities:	None
Key relationships:	Principal, Executive Team, Marketing and Admissions Teams, Alumni Relations Officer
Location:	LST, Green Lane, Northwood, HA6 2UW

London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We have a bold vision of **Forming Disciples, Resourcing Churches, Impacting Society**.

Role Overview

The Fundraising Manager will be responsible for ensuring that our fundraising strategy enables the School to meet its ambitious income targets in line with our strategic plan and budget. The postholder will have overall responsibility for the performance, day to day management and delivery of all LST's fundraising activities across a range of income streams including charitable trusts, individual giving and legacies.

The postholder will work alongside the Director of Finance and Administration, Marketing and Communications Manager, Executive Team, Principal and external stakeholders. He/she will liaise widely across departments, including Finance and Communications, and have responsibility for gift administration and prospect research, as well as providing general support where required for the department

Job Summary

The following key tasks are indicative of the role. The list is not exhaustive, and tasks may be amended, added or subtracted in response to changing requirements or in line with the skills and experience of the postholder.

Trusts:

- Coordinate Trust fundraising operations including prospect research and prioritisation, managing workflows and solicitation planning.
- Write compelling and professionally presented funding applications, each tailored for its audience and making the case for supporting LST in the most persuasive terms.
- Ensure that all reporting requirements are met for successful funding applications.

Individuals:

- Support the development of a portfolio of prospective major donors, identifying, cultivating and stewarding gifts.
- Work with the Director of Finance and Administration to develop and implement a successful and integrated donor relations programme that strategically targets all levels and channels of giving.
- Ensure donors are acknowledged and recognised, to strengthen their financial support for LST.
- Work with the Director of Finance and Administration to maximise the potential of alumni relations and church partnerships to support and advance fundraising success.

Legacies:

- Raise legacy income to agreed targets, by developing and implementing a legacy fundraising strategy, including relevant monthly reporting on progress.
- Establish long-term relationships between potential legators and the School to ensure a strong and sustainable funding base.
- Ensure notifications of gifts are dealt with efficiently, appropriately and in a timely fashion.

Alumni:

- Work closely with Alumni Relations Officer to drive financial and other giving from the Alumni network.

Data Management:

- Track donor relations and fundraising activities in the database to enhance relationships and increase the likelihood of continued contributions.
- Review and control all gift acknowledgments including receipts, letters, pledges and reports.

General

- Work closely with the Director of Finance and Administration and the Principal to establish goals on a rolling 0-12+ month basis. This includes input on setting fundraising KPIs around income generation, developing broader fundraising strategies and developing support for fundraising projects.
- Undertake tasks that may be requested from time to time that may be consistent with the nature and scope of this post.

Institution:

- Attendance and active participation at Organisational Management Group (OMG) and other School committees as required.

Person Specification

	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Qualifications		
Training in Fundraising	E	A
Tertiary education in a relevant field	D	A
Formal qualifications in advertising, sales or finance	D	A
Skills, experience and knowledge		
Minimum of three years' experience in fundraising	E	A and I
Experience developing and delivering successful income generation and supporter engagement strategies	E	A
Experience raising funds from Trusts	E	A and I
Track record of leading fundraising programs where regular giving is a significant income stream	D	A and I
Experience in relationship management practices and major gifts strategy development	D	A and I
High level of planning and organizational skills	E	A and I
Excellent communication skills, both verbal and written	E	
Unwavering attention to detail	E	A and I
Thorough working knowledge of Microsoft Office, particularly Outlook, Word, Excel and PowerPoint	E	A and I
Experience of fundraising databases	D	A and I

Experience working within Higher Education	D	A and I
Experience of the charity sector	E	A and I
Personal attributes		
Able to respond well to direction and correction	E	A and I
Highly collegial, enthusiastic, proactive and uses initiative	E	A and I
Calm, efficient and polite manner; able to work under pressure without losing these qualities	E	I
Ability to work as part of a team	E	A and I
Willingness to learn new skills	E	A and I
Ability to work in a changing and flexible organisation	E	A and I
Cheerful and willing attitude	E	I

Terms of Employment

- Salary: £25,000 - £35,000 per annum, depending on experience, for full-time hours and pro-rata accordingly for 0.5 FTE.
- Hours: 0.5 FTE (17.5 hours per week). The usual working day is 9.00 am to 5.00 pm although some evening and weekend working may be required.
- Holidays: 24 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly. LST is closed between Christmas and the New Year and this is given as additional leave.
- Pension: Eligible to join the School's pension scheme (5% employer's contribution).
- Notice: During the six month probationary period, one week's notice must be given in writing on either side. After this period, one calendar month's notice must be given in writing on either side.

Additional benefits include life assurance, sick pay after qualifying period, free on site parking and discounted meals.

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process and Closing Date

Applicants should send the following to the HR Manager (recruitment@lst.ac.uk) as pdf documents attached to an email:

- Covering letter of application stating why the role is of interest and how the requirements of the Person Specification are met
- Curriculum vitae
- List of three referees (these will not be taken up without the applicant's permission)

Interview Arrangements

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may be held remotely with second stage interviews taking place at our site in Northwood.