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1. **Advertisement**

**Post Title:** Philanthropy Intelligence Manager

**School / department:** Communications, Engagement and Advancement

**Hours:** full time or part time hours considered up to a maximum of 1FTE. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 30418

**Salary:** starting at £37,099 to £44,263 per annum, pro rata if part time

**Place on:** 19 August 2024

**Closing date:** 22 September 2024.Applications must be received by midnight of the closing date.

**Expected Interview date:** 9 October 2024

**Expected start date:** To be confirmed

As the University of Sussex embarks on an ambitious new long-term strategy, Sussex 2035, this is an exciting time to join our great Development and Alumni Relations team. The Philanthropy Intelligence Manager will play a pivotal role in supporting our fundraising aspirations to aid the delivery of the University’s strategic priorities. You will drive forward our principal and major gifts programme, helping to raise philanthropic income to support ambitious capital projects, scholarships and research.

You will have a strong track record in identifying, evaluating, and profiling individuals, managing prospect pipelines and data underpinning major gift fundraising programmes. Supported by the data services and major gifts teams, you’ll have access to a range of resources and tools, as well as training to support your work and career development. With strong attention to detail, good writing skills, and the ability to extract and communicate summary evidence to internal audiences, you will be self-driven and share our vision as a university and our values as a team. If you feel you have prospect research experience working with high-net worth individuals, corporates and/or trusts and foundations and are ready for a career move, we’d love to hear from you.

In return we provide hybrid working and the opportunity to work for an institution that is forward thinking, in a team that is passionate about ensuring access to quality education and facilitating research that makes the world a better place. The University of Sussex was founded in 1961 and led the way in developing interdisciplinary research and studies. Today, we’re a leading research-intensive university with over 200,000 alumni across the world. With hybrid working, a beautiful campus and a collaborative and supportive team, this is a great opportunity for an experienced researcher to join a talented, ambitious, and high performing fundraising team.

**For full details and how to apply see our** [**vacancies page**](http://www.sussex.ac.uk/about/jobs)

**The University of Sussex is committed to equality of opportunity.**

1. **Communications Engagement & Advancement / Development and Alumni Relations**

The Communications Engagement & Advancement Division is responsible for enhancing the reputation of the University and profiling the institution’s vision and aims to a wide range of stakeholders including media, staff, students, alumni, supporters, prospective students, government, business, and the public.

The Division is responsible for promoting the achievements of academics and researchers, as well as major developments and partnerships. It works with colleagues across the University to help drive Sussex’s reputation as a world-class, innovative institution, whose genuinely avant-garde approach to education is transforming society. Responsible for the recruitment of students, the Division also communicates the University’s outstanding education offer alongside the student experience in the UK and internationally.

The Development & Alumni Relations Office sits within the Division and holds responsibility for our alumni engagement programme and for raising funds to support the University of Sussex.

**For further information visit: [www.sussex.ac.uk](http://www.sussex.ac.uk/)**

**Development and Alumni Relations**

The Development & Alumni Relations Department sits within the Communications, Engagement and Advancement Division. The department is responsible for raising philanthropic funds to support the University of Sussex; and for developing and maintaining excellent relationships with the growing international community of alumni, supporters and friends of the University. The department will soon be developing a new strategy and case for support to align with the University’s new strategic plan, under the leadership of the Vice-Chancellor.

The Development and Alumni Relations team manages the relationships with all the University’s donors and actively seeks new pathways for continued support in aid of the institution’s strategic objectives. As well as engaging with an active network of more than 200,000 alumni worldwide, the department is also responsible for organizing Sussex’s corporate events and graduation ceremonies, which are flagship milestones in the University’s calendar.

1. **Job Description**

**Job Title:** **Philanthropy Intelligence Manager**

**School: Development & Alumni Relations Office (DARO)**

**Location: Sussex House, Falmer Campus**

**Grade: Grade 7**

**Responsible to: Head of Development**

**Responsible for: N/A**

**Role description:**

**Purpose**

The Philanthropy Intelligence Manager will play an integral role in supporting the fundraising programme by identifying and researching prospective supporters, from our alumni as well as external contacts, and relevant charitable trusts and corporations. Using a range of research methods and tools, the post holder will build and manage our prospect pipeline, identifying high net worth individuals (HNWIs), with the motivations, propensity, and capacity to give to Sussex: providing colleagues with detailed profiles and summaries of prospective major and principal gift donors.

The post holder will also conduct due diligence and ethical screening on prospective supporters with capacity to give up to £100K and liaise with the legal team as appropriate to help them in their due diligence of higher level donors, to ensure that all donations are compatible with the University’s donations policy. Working with fundraisers and colleagues in the data team, you will develop systems and strategies for managing the prospect pipeline to maximise giving at all levels and ensure the efficient management of all prospects on the database. Maintaining an up-to-date knowledge of key research tools, trends and giving, the Philanthropy Intelligence Manager will underpin all fundraising activity at the University of Sussex.

Key Responsibilities:

**Strategic**

* Develop and execute strategies to identify, evaluate and qualify HNWIs, prospective donors, trusts and foundations, and corporates to support fundraising activity at the University of Sussex.
* Stewardship of data: deliver reporting systems and strategies that enable fundraisers to track prospects, report fundraising KPIs, and monitor activity on the prospect pipeline.
* Devise research strategies to help secure new donors for the Sussex Fund and move donors through the giving pipeline at Sussex to increase their giving.
* Working with the data team, develop the recording and reporting mechanism for the management and reporting of gifts and prospect moves within the database.

**Prospect research and analysis**

* Identify and research alumni with the capacity to make major gifts to secure income for University.
* Identify a pool of high-net-worth individuals (non-alumni) who may be interested in the work of the University, provide detailed summaries and make recommendations for relevant approaches.
* Work with the trusts and foundations manager to identify and research potential trusts and foundations to support the submission of proposals.
* Provide research and analysis of biographical, philanthropic, professional and financial information of individuals, company and foundation donors and prospects.
* Where necessary, prepare written profiles of high-level major prospects and qualified lists of potential supporters to support the cultivation of individuals.
* Perform quantitative analysis, including income, assets, liabilities and giving patterns to determine a prospect’s potential and propensity to give.
* Monitor news and track existing donors and prospective donors and prepare alerts for their key events.

**Due diligence and ethical screening**

* Undertake initial ethical screening on prospective supporters and alert the relevant fundraiser of any potential red flags in the ethical screening of potential and current donors as early as possible in the solicitation process.
* Support the submission of the annual fundraising performance and due diligence report for the University’s Executive and Audit and Risk Committee, providing data as necessary
* Conduct due diligence and ethical screening of prospective donors, interpreting and presenting summary evidence concisely to the General Counsel, Governance and Compliance (GCGC) as required.
* Undertake due diligence and ethical screening on lower-level gifts, and support colleagues in GCGC with due diligence procedures.

**Database and Prospect management**

* Working with the Senior Database Manager devise prospecting projects to identify new major gifts prospects; and to develop and maintain procedures for efficient prospect management.
* Assign newly identified prospects to fundraisers and manage the database functions to support the fundraising team, ensuring records are maintained accurately for reporting and managing key prospects.
* Support the fundraising team with relevant training and guidance to ensure records are maintained correctly for reporting purposes.
* Assist with updating and maintaining the Raiser’s Edge database as necessary for major donors and prospects confidentially and in accordance with the DARO privacy notice and GDPR.
* Perform data analysis and create data queries to provide ad hoc reports and analyses as and when required.

**Other duties**

* Prepare the agenda, papers and relevant reports for the Cultivation Planning and Prospect Distribution meetings.
* Prepare summary profiles of current and potential donors ahead of cultivation and stewardship meetings; and summary biographies for event guest lists when required.
* Analyse and assess information from local, national and international resources; financial and philanthropy reports; internal information relevant to philanthropy and Sussex.
* Keep up to date with current best practice techniques in the sector relating to prospect research, conducting due diligence and ethical scrutiny of prospects and donors.
* Provide advice on best practice relating to prospect management and due diligence to University colleagues as required.
* Attend and support Sussex events – in particular Graduation – as required.

1. **Person Specification**

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| **SKILLS / ABILITIES** | **Essential** | **Desirable** |
| Ability to extract, collate and summarise key information to produce detailed prospect profiles. | x |  |
| Ability to interpret and translate financial, legal, and corporate language when researching potential HNWIs. | x |  |
| The ability to identify relevant trusts and foundations for projects and developing trends in corporate giving. |  | x |
| The ability to manage and communicate confidential and sensitive information. | x |  |
| Meticulous attention to detail and excellent organisational skills with the ability to manage and prioritise a diverse workload under pressure. | x |  |

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| **KNOWLEDGE** | Essential | Desirable |
| Knowledge of contemporary practices in prospect research and the use of online research tools. | x |  |
| Knowledge of the ethical practices of professional fundraising. | x |  |
| Knowledge of GDPR and requirements around managing personal information. | x |  |

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| **EXPERIENCE** | Essential | Desirable |
| Extensive experience in prospect research working in the fundraising or charity sector. | X |  |
| Experience of supporting major fundraising campaigns/projects. |  | x |
| Experience of working in a fundraising environment and an understanding of the donor journey. | x |  |
| Experience of building and managing a prospect pipeline for a fundraising project, or campaign. | x |  |
| Experience of working with CIS or equivalent database systems. | x |  |

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| QUALIFICATIONS | Essential | Desirable |
| A degree or equivalent or be qualified by experience. |  | x |

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| PERSONAL ATTRIBUTES AND CIRCUMSTANCES | Essential | Desirable |
| A committed team player with energy, enthusiasm and a positive attitude. | x |  |
| A commitment to higher education and a desire to champion the University’s mission | x |  |
| A target driven self-starter who is results oriented with the ability to work on their own initiative, or under minimum supervision. | x |  |