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| Job Description | |  |
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| Job Title | Advancement Manager | | |
| **Department** | Economic Development and Advancement | | |
| **Responsible To** | Director of Economic Development and Advancement | | |
| **Responsible For** | Advancement and Alumni Officer, Advancement Assistant, Fundraiser | | |
| **Grade** | Grade 7 | | |
| **Location** | UHI House/Hybrid | | |
| Job Objective | | | |
| Managing the advancement team, stewarding existing donors, managing philanthropic funds, and identifying and securing new donated income in support of UHI priorities, from philanthropic charitable trusts, foundations and grant making bodies, as well as individual and corporate donors. The post-holder will support the delivery of UHI’s fundraising priorities and lead on the development of strong relationships with prospective funders.  The post-holder will develop an advancement operational plan and priorities, actively develop and lead gift proposals and strategically manage the stewardship of funds secured. They will provide expert support to academic colleagues across the partnership by providing specialist advice on and actively inputting to the development of projects with the potential for attracting philanthropic income. | | | |
| Key Duties & Responsibilities | | | |
| **Stewardship**   * To lead and ensure implementation of a strategic donor engagement plan that ensures effective and timely communication, recognition, and stewardship of all donors, incorporating feedback mechanisms to refine future fundraising approaches. * To collaborate with UHI staff to maximise the visibility and impact of donations, ensuring they are promoted in ways that enhance UHI’s reputation and inspire further giving. * To manage the development and maintenance of clear reporting frameworks that provide funders and donors with comprehensive and timely updates on the progress, impact, and outcomes of funded projects. * To cultivate and deepen long-term relationships with donors and funding bodies, fostering trust and alignment with UHI’s strategic priorities through tailored engagement, including meetings with Trustees, exclusive stewardship events, and bespoke recognition opportunities.   **Fundraising**   * To provide strategic oversight of the philanthropic portfolio scheduling bids across the UHI partnership. * To lead, coordinate, and facilitate gift proposals for donors including the development of bids of significant value for priority projects, across the partnership. * To create high quality, accurate and compelling funding asks and applications for charitable trusts and foundations, individuals and businesses for approval. * To build and develop relationships with a portfolio of current donors in order to seek repeat giving.   **Research**   * To manage prospect research for any new fundraising initiatives for UHI, with particular emphasis on individuals, businesses, trusts and foundations with a connection to the university partnership. * To manage research into specific sectors of industry and groups of individuals, and investigate other income opportunities, as part of a wider income generation approach to support UHI’s 2030 strategy.   **Supporting academic staff**   * To provide specialist advice on fundraising possibilities to senior academic and professional services staff to identify emerging priorities and projects to support their development. * To liaise with the Executive teams of the academic partners to co-ordinate and develop priority projects across the partnership. * To provide expert support to create compelling cases for support and funding applications which articulate UHI academic, student and research programmes. * To liaise with academic partner staff to support the management of philanthropically funded programmes.   **Strategy, Planning and Management**   * To provide line management to members of the advancement team: Advancement and Alumni Officer, Advancement Assistant, and Fundraiser. * To manage the maintenance of accurate and up to date Raiser’s Edge database records to ensure that the giving potential of each philanthropic donor is maximised. * To help manage funded projects to maximise income and beneficiaries across the partnership. * To provide briefings and reports on advancement activities for meetings and events as required. * To develop fundraising strategy and to work closely with the Head of Economic Development in ensuring a consistent approach to relationship management and income generating activities. * To provide strategic support and consultancy to academic partners to facilitate their engagement with trusts and foundations and other donors and the successful submission of proposals. * To comply with all duties under UK and EU law with regard to data protection, and other essential compliance. * To participate in the university’s performance and development review procedure. * To take due care of yourself and others in respect of health and safety. * To attend training courses your line manager may identify as necessary. * Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade. | | | |
| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is UHI’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement UHI reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.  Date: | | | |