Fundraising and

Engagement Coordinator

(20-2021)

**Hours per week:** Full Time, 35 hours per week

**Contract Type:** Permanent

**Grade:** Grade 5

**Salary:** £29,327 - £35,254

**Closing Date:** 1 October 2023

# Who We Are

The Institute of Development Studies (IDS) delivers world-class research, learning and teaching that transforms the knowledge, action and leadership needed for more equitable and sustainable development globally.

# Our Vision

We want a more equitable and sustainable world, where people everywhere can live their lives free from poverty and injustice.

# What We Do

Through equitable and sustainable partnerships, we work with governments, philanthropic foundations, non-governmental organisations, academics and civil society to transform approaches to progressive social, political and economic change in ways that ultimately make a difference to people’s lives.

We have helped foster innovative new partnerships that have generated millions of dollars in additional tax revenues in Africa that can be reinvested in countries’ national development. We have worked to provide solutions to environmental problems that build on local people’s knowledge and practices. We have highlighted the role of local communities in bringing an end to deadly epidemics like the Ebola virus. We have nurtured hundreds of exceptional development leaders and champions including political leaders, country Ambassadors and government officials, civil society leaders and entrepreneurs.

Our reputation for research and international outlook is second to none and reflected in our performance in the latest QS World University Rankings where we are ranked first in the world for development studies, together with the University of Sussex. We are also ranked as the number one international development think-tank by the 2019 Global Go To Think Tank Index Report.

For more information go to: [www.ids.ac.uk](http://www.ids.ac.uk/)


# Job Description

**The Fundraising and Development Office (FDO)**

The Fundraising & Development Coordinator post will be situated in the Fundraising and

Development Office (FDO) and will report to the Alumni Relations & Engagement Manager. The FDO works the Institute’s research and knowledge clusters, hubs, Communications and Engagement Team, Finance Team and the Directorate to develop a strategic and powerful approach to fundraising and development. As such, the Office is critical to the overall intellectual, financial and reputational success of the Institute.

 The FDO leads a number of critical functions for the Institute, including: Building donor relationships

1. Fundraising and horizon scanning
2. High Net Worth Individuals (HNWIs) and Private Philanthropy
3. Large and cross-cutting bid support and proactive engagement in bidding processes and calls
4. Building systems
5. Frameworks and consultancies
6. Facilitating partnerships management
7. Engaging alumni

 **The role**

**Key Responsibilities**

1. **Databases and information**
	1. Coordinating our fundraising and alumni database and CRM (ToucanTech) and working with colleagues at IDS and ToucanTech to ensure that the systems are fit for purpose
	2. Coordinating effective ways of sharing information across institutional databases for partnerships and fundraising
	3. Researching individuals, charitable trusts and foundations that could help raise the profile of IDS and generate support for IDS
	4. Keeping up to date with the laws and regulations governing FDO data, and help develop and implement best practice systems and data management practices to comply with UK legislation
2. **Reporting**
	1. Producing basic reports from the fundraising and alumni database (ToucanTech) and projects database (Microsoft Dynamics CRM)
3. **Events**
	1. Coordinating events for supporters and alumni engagement
	2. Planning and coordinating events from the FDO for internal audiences
4. **Communications**
	1. Coordinating the CMS for the alumni network website (ToucanTech system), including ensuring online mentoring runs smoothly, and writing, editing, and publishing news and blogposts
	2. Coordinating communications for alumni and supporters both digital and nondigital channels. Digital channels include alumni social media - Twitter and

Facebook- and emails

* 1. Coordinating the alumni network and ids community platforms for community giving
1. **Volunteers**
	1. Coordinating volunteer programmes for alumni, including alumni ambassadors and mentors
	2. Coordinating the alumni advisory committee meetings

1. **Other**

1. Working closely with the FDO and other colleagues to provide an effective and efficient service in support of fundraising and development at IDS.

This role profile is not exhaustive. It will be subject to periodic review and may be amended to meet the changing needs of the Institute. The post holder will be expected to participate in this process and IDS will aim to reach agreement to the changes.

# Person Specification

**Skills and experience**

|  |  |  |
| --- | --- | --- |
| **Selection Criteria Description** | **Essential [E] or****Desirable [D]** | **Assessed by \*** |
| **Qualifications** |  |
| A Levels or equivalent | E | A/I |
| **Knowledge** |  |
| * A thorough understanding and practical experience of relationaldatabases, data management, interrogation and maintenance
* Understanding of organisational social media
* Good working knowledge and proficiency of all Microsoftapplications (Word, Excel, Powerpoint)
* Knowledge of alumni or other supporter engagement
 | E | A/I |
| * An interest and knowledge of international development work• Knowledge of the funding environment for research/international development
* Knowledge of laws and regulations governing FDO data
 | D | A/I |
| **Skills** |  |
| * Good written and verbal communication skills for differentaudiences
* Good ability to utilise the Internet for research andcommunications purposes
* Ability to do basic reporting and analysis
 | E | A/I |
| **Experience** |  |
| * Professional experience of all stages of administration
* Previous experience as part of a project team
* Previous experience of event planning and co-ordination, virtual, in-person or hybrid events
* Experience in website maintenance.
* Experience of writing for the web
 | E | A/I |
| • University administration and/or Alumni relations experience | D | A/I |
| **Attributes** |  |
| * Excellent and appropriate interpersonal skills
* Ability to meet deadlines by setting priorities and managingwork load
* Flexibility and problem-solving attitude
* Demonstrable ability to work autonomously with motivation andinitiative
* Attention to detail
* Able to operate as an effective team member
* Enthusiastic and creative
* Discrete
* Prepared to work flexible hours on occasion
* Able to work appropriately with diverse contacts from the UKand globally
 | E | A/I |

\*A - Application I - Interview

# Information to Candidates

**Benefits** At IDS we offer a number of additional benefits to staff. These include:

a competitive salary, including cost of living awards and incremental increases on an annual basis as per policy and the option to join our pension scheme.

interest free travel loans, following successful completion of a probationary period support in attainment of a relevant professional qualification in line with the Professional

Development Policy childcare fund

competitive maternity and paternity policies that offer compensation above the statutory minimum

24 days annual leave per year (pro-rata for part-time), plus public holidays and up to 6 non-negotiable closure days enhanced sickness pay entitlements

support with relocation costs for staff joining us from outside the EU

eligibility to use the University of Sussex gym and sporting facilities at staff rates

**Location**

The successful candidate will be based at the Institute of Development Studies on the University of Sussex campus. The University of Sussex is located 10 minutes away from the lively and cosmopolitan seaside city of Brighton on the UK South Coast, 60 minutes away from central London, 30 minutes away from London Gatwick Airport and is surrounded by the beautiful countryside of the Sussex South Downs. Situated between the sea and the South Downs, Brighton is one of the most vibrant and unique cities on the South Coast, for more information please go to http://www.visitbrighton.com/

# How to apply

Please apply using the online application form.