

Job Description

Post title	Senior Philanthropy Manager
Faculty / Directorate (Tier 1)	Philanthropy & Alumni Engagement
School / Division / Department (Tier 2)	KCL/KMP Philanthropy
Tier 3	KCL/KMP Philanthropy
Grade	7
Reporting to	Head of Philanthropy, Arts & Social Sciences
Line management	0 Direct Reports
Job category	Professional Services
Job function	Central PS Directorates

Role Purpose
<p>This role will be responsible for managing a portfolio of major gift prospects, securing and stewarding significant philanthropic gifts at the £50k to £5 million gift level, supporting senior stakeholders with their fundraising efforts, and championing the work and priorities of King’s and the Dickson Poon School of Law.</p>

Key Responsibilities
<ul style="list-style-type: none"> Secure philanthropic support for King’s College London, building strategic relationships with donors and prospects to develop a prospect pipeline in support of the university’s strategic priorities Lead the university’s major gift fundraising in support of The Dickson Poon School of Law, with a focus on high-net-worth individuals and corporate donors Work with the Head of Philanthropy, Arts & Social Sciences, and colleagues across Philanthropy & Alumni Engagement (P&A) to develop and implement new fundraising and engagement strategies Act as the Philanthropy lead for The Dickson Poon School of Law, working on the agreed Faculty fundraising strategy and funding priorities Work with the Prospect Research team to broaden and deepen support from major donors, identifying new prospective donors and cultivating further support by building a portfolio of influencers Plan cultivation strategies to secure major gifts, building relationships that lead to asks that will inspire five-, six-and seven-figure gifts Plan and prioritise approaches to donors and prospects in order to develop an annual calendar of approaches Be responsible for prospect management, ensuring movement from unqualified prospect status, through cultivation stages, to solicitation and pledge Accurately record prospect information gathered in the cultivation and stewardship process on the database, facilitating future fundraising and stewardship activity in addition to the production of management reports and your own research of prospects

- Supported by the Advancement Writing team, develop a compelling fundraising narrative for fundraising priorities, along with defined gift opportunities
- Disseminate and present complex & specialised information about the university fundraising priorities to prospects and internal stakeholders in a clear and compelling way
- Produce thorough briefings for colleagues & senior management prior to meetings with major donors
- Maintain comprehensive, accurate records and update the fundraising database as needed
- Generate high levels of annual income according to agreed targets, guided by the achievement of a small but clearly defined set of monthly key performance indicators
- Attend internal and external functions (e.g., alumni events, receptions, lectures etc) for the purpose of supporting events, cultivating prospects, stewarding donors and proactively growing the pipeline - often these will require working evenings
- Act as a full and committed member of the King's College London and King's Health Partners Philanthropy Directorate, working collaboratively with colleagues to meet shared goals and objectives

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Our Expectations

There are some key duties and responsibilities that we ask all employees to adhere to.

We ask that the successful candidate:

- Positively contributes to an environment at King's that truly represents [Our Principles in Action](#) where every individual feels safe, secure, and supported.
- Complies at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Develops an understanding of sustainability, including its impact on the University and the work we do, and engages in sustainable practices in the workplace.
- Ensures they are working in a safe environment, complying with policies and regulations, ensuring confidentiality and only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Complies with King's protocols on the appropriate use of telephone, email and internet facilities.
- Aligns with P&A's hybrid working pattern of a minimum 40% of time on site, recognising need for flexibility to align with key meeting and events that require in-person attendance.

Equal Opportunities

At King's, we believe that the diversity of our community and a culture that is welcoming, open, inclusive and collaborative, are great strengths of the university.

The Equality Act of 2010 protects the rights of our students and staff and provides a framework to fulfill our duties to eliminate unlawful discrimination, harassment and victimisation and in addition, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. At times, this will include balancing rights and beliefs that can feel in tension.

We are committed to free speech and to academic freedom, believing that our foundational purpose as a university, is to create spaces where a wide range of ideas, including ideas that are controversial, can be discussed and debated, and where members of our community can express lawful views without fear of intimidation, harassment or discrimination.

When engaging in the robust exchange of ideas, we ask that our community is mindful of our Dignity at King's guidance.

Additional Information

Is Disclosure and Barring Service Clearance (DBS) required for this role:

Yes Unsure No

Does this role require the post holder to undergo any Occupational Health Clearances?

Yes Unsure No

Does this role require the post holder to hold a King's Health Partners Passport (KHP)?

Yes Unsure No

Person Specification

Post title:	Senior Philanthropy Manager		
Grade:	7		
Criteria:		To be assessed via:	
Essential:	Application <i>(this will be used for shortlisting applications)</i>	Test / Assessment	Interview
A proven track-record of cultivating, securing, and stewarding five- and ideally six-figure gifts	x		x
Experience of qualifying and cultivating new philanthropic relationships	x		x
Ability to develop and maintain key relationships with senior internal stakeholders	x		x
Proven interpersonal and communication skills (written and verbal)	x	x	x
Ability to plan strategically and implement those plans	x	x	x
The ability to negotiate throughout a large, complex environment with multi-dimensional points of view	x		x
Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives and income	x		x
An understanding of the philanthropic landscape and what would motivate a prospect to give to King's	x		x
Desirable:	Application	Test / Assessment	Interview
Major gifts fundraising experience in law	x		x
Last reviewed date:	27 May 2026		