



## Job Description

**Job Title:** Advancement Coordinator

**Basis of appointment:** Full-time (38.5 hours per week)

**Duration of contract:** Permanent

**Reports to:** Director of Advancement, with dotted line to the Head of Philanthropy

**Location:** This role can be based in either London (UK) or Berlin (Germany) - hybrid working

**Salary:** £36,300 per annum (London) or 46,000 EUR per annum (Berlin)

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## Job Purpose

The Advancement Coordinator role is an integral member of the advancement team at UWC with responsibilities for supporting the fundraising programme and the strategic development of global UWC funding priorities. This role is instrumental in supporting UWC International's frontline fundraising operation with the responsibility for a fundraising portfolio, and will support strategic campaign preparations by employing a data-driven approach to prospect identification.

## Key responsibilities

### 1. Fundraising and Portfolio management

- Responsible for managing and advancing all relationships within a portfolio of donors and prospects with focus on individual / HNWI giving.
- Support with the design and implementation of strategic and large-scale bids and proposals.
- Support senior volunteers in their fundraising activities for UWC, assisting in organising and managing events, ensuring smooth execution and follow-up.
- Responsible for the accurate and timely recording of engagement activity in the CRM database.

### 2. Prospect Discovery and Research

- Working alongside members of the Philanthropy team, to conduct thorough prospect discovery and research, using a range of available sources, to identify potential funding opportunities and deepen institutional knowledge about prospects.
- Support the Director of Advancement and work alongside the Philanthropy team in maintaining and developing the UWC principal prospect list.
- Support the Director of Advancement and work alongside the Philanthropy team in leading the research and preparation of strategic UWC-wide fundraising proposals and supporting documents in collaboration with wider UWC staff and senior volunteers.

### 3. Information Systems and Data Management

- Contribute to maintaining and developing the IO donor and contact management database, The Raiser's Edge.
- Support The Raiser's Edge roll-out across the UWCIO.
- Collaborate with the Funded Programmes Coordinator and Philanthropy Associate to generate and share data reports, as needed.
- Contribute to enhancing data storage and management systems for improved efficiency.

### 4. Fundraising Events and Campaigns

- Support the organisation and execution of the NYC Gala and other key UWC-led events and campaigns,

- ensuring effective follow-up for assigned donors and prospects.
- Lead on the organisation and execution of senior volunteer-led engagement and cultivation events and campaigns, ensuring excellent delivery and follow up.
- Support engagement and fundraising events in the timely preparation of briefing materials, budget sheets and other supporting documents.

The above is not an exhaustive list. The job holder will perform other duties as assigned by the Director of Advancement within the area of Fundraising.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **Person Specification**

### **Experience, Skills and Knowledge**

#### **Essential**

- Proven experience in a frontline fundraising role, with a strong preference for major giving and/or individual regular giving
- Experience managing a portfolio and proven ability to deliver and report upon agreed targets and plans within set deadlines for self and team
- Experience working with executives/ senior volunteers
- Proven experience of taking initiative and managing significant pieces of work successfully
- Robust experience with a CRM database, preferably the Raiser's Edge.
- Excellent interpersonal and communication skills (oral and written)
- Fluency in English (oral and written)

#### **Desirable**

- Experience organising fundraising or engagement events
- Experience of working with multiple stakeholders in an international and multicultural environment and with limited resources
- Knowledge of the global education sector and issues affecting young people from disadvantaged groups in the pursuit of quality educational opportunities

### **Competencies**

- Confident in carrying out necessary analysis and investigation to make detailed and difficult decisions within agreed boundaries.
- Can confidently use judgement to assess the level of risk in a decision or solution and take action or escalate when necessary.
- Supports and encourages others to learn and develop their skills by sharing knowledge and ideas.
- Encourages and champions feedback across the team.
- Ability to build and maintain relationships with a range of stakeholders and deal with sensitive or challenging stakeholder relationships.
- Is confident in influencing others on a factual basis.
- Adapts communication style to suit different audiences.
- Develops and maintains a high level of attention to detail throughout multiple workstreams.
- Takes ownership of quality standards across the workstreams, driving improvements where necessary.
- Encourages innovative approaches to existing practices, balancing the appetite for change.
- Strong interest in UWC's mission and values, and a willingness to engage with issues of relevance to the UWC movement.