

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Philanthropy
<b>Team/Directorate:</b>	Fundraising
<b>Reports to:</b>	Director of Fundraising. Dotted line reporting to Executive Vice-President
<b>Direct reports:</b>	Trusts and Grants Fundraiser
<b>Hours:</b>	37.5
<b>Location:</b>	Shooting Star House - Hampton, Christopher's - Guildford and from home as agreed with line manager, subject to review.

### Main purpose of job

The Head of Philanthropy is responsible for the strategic development of Shooting Star Children's Hospices (SSCH) philanthropy programme, working closely with the Director of Fundraising (DoF), Executive Vice President (EVP) and Chief Executive Officer (CEO). They will manage and develop their own portfolio of high net-worth individuals and drive cultivation and stewardship activity to achieve ambitious but achievable targets. This role has direct line management responsibility for the Trusts and Grants Fundraiser.

### Work relationships

The post holder will work closely with and report to the Director of Fundraising and will also work with:

- CEO
- Executive Vice-President
- Heads of Fundraising (as an integral part of the Senior Fundraising Team)
- Wider Fundraising Team
- Communications and Marketing Team
- Organisational Management Team
- Cross-organisation departments of Care, Finance and People and Culture
- Board of Trustees

### Decision making authority

This post holder will be required to make day-to-day decisions regarding the implementation of the philanthropy programme strategic plans, with responsibility for monitoring team productivity and the achievement of targets.

## Key responsibilities

- Lead on the design and implementation of the Major philanthropy strategy and associated operational plans.
- Work closely with the EVP and DoF to identify and drive forwards key cultivation opportunities.
- Accountable for the management and development of a personal portfolio of individuals to deliver agreed financial targets.
- Responsible for the management and development of the philanthropic gifts prospects pipeline, with key focus on identifying and cultivating multi-year and more sustainable funding.
- Lead on prospect identification and SSCH networks exploration to strengthen pipeline of opportunity.
- Design and implement bespoke supporter journeys, designed to engage, inspire and secure significant long-term income growth.
- Maintain excellent knowledge and understanding of SSCH work to ensure the development and delivery of high-quality fundraising propositions to secure substantial support.
- Management of the Trusts and Grants Fundraiser, with responsibility for the strategic development of this area.
- Ensure accurate donor records are maintained using Raisers Edge database.
- Support the Director of Fundraising in the design and delivery of team plans and initiatives.
- Work collaboratively across the fundraising team and SSCH to maximise opportunities and networks.
- Contribute to the wider fundraising activities of the organisation working closely and in co-operation with other team members.
- Horizon scan to maintain an up-to-date awareness of philanthropic fundraising trends and opportunities.
- Ensure compliance with best practice and regulatory expectations related to philanthropic fundraising activity.

**Please note this is not an exhaustive list of duties**

## Other duties

- The post holder will be required to apply for a Disclosure & Barring Service check.
- The post holder must be able and willing to get to/work at both hospices in Hampton and Guildford, as required.
- This post holder should be prepared to work / attend meetings and events which may be during evenings and weekends.
- The postholder is expected to work flexibly in line with needs of the service

## Mandatory Criteria

### 1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate.

### 2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with SSCH policy on health and safety at work.

### 3. Mandatory Training

The post holder will undertake all mandatory training relevant to their role.

### 4. Our values and behaviors

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children, and young people with life-limiting conditions, and their families. We require that all our staff share our common values and display behaviors that will enable us to achieve our goals.

**Professionalism** – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

**Respect** – *We will treat each other with the utmost respect.*

**Integrity** – *We will be open, honest and transparent in all that we do.*

**Diversity** – *We will respect individuality and ensure inclusion and fairness to all.*

**Excellence** – *We will strive for excellence in all that we do.*



## Person specification: Qualifications, experience and skill levels

### Experience

- Demonstrated experience securing and developing partnerships with individuals through excellent account management and stewardship techniques, to secure five and six-figure level donations.
- A proven track record of success in managing and achieving ambitious income targets.
- Team management experience.
- Substantial experience in planning implementation.
- Experience of working with trustees and leadership teams to identify prospects.
- Significant experience and skills in budget production, management and delivery.
- Sector awareness, with good knowledge and understanding of fundraising best practice, policy and regulatory issues.

### Skills

- Excellent leadership and people management skills, with the ability to motivate, empower and encourage others.
- Expert communicator, with the ability to present complex information clearly and concisely, to engage, influence and drive action.
- Experienced networker, with the ability to represent the organisation at a senior level and respond to the requirements of philanthropic individuals.
- Excellent organisational skills, including the ability to work systematically to deadlines and prioritise to effectively manage workload.
- An approach that gives clear direction and inspirational leadership, shows a willingness to learn and develop and seeks to maximise impact and results.
- Proficient in Microsoft Office and Customer Relationship Management databases.