

## INTRODUCTION FROM THE DIRECTOR OF INCOME GENERATION

**Dear Applicant,**

Thank you for considering applying to be our Head of Philanthropy & Partnerships at the Terrence Higgins Trust. I have the pleasure of leading a fabulous group of fundraisers and I am so excited about all the opportunities we have. It is a truly exciting time to be part of the Terrence Higgins Trust team and it would be awesome to have you join us!

It's a critical moment – for the first time our goals are within reach. Together we will achieve our mission to end new cases of HIV by 2030; be here until the last person living with HIV needs us; and make sexual and reproductive health the priority it deserves to be.

To do this, we have big ambitions: to double our voluntary income to £8.4million by 2026 and inspire our donors to be changemakers in the world of sexual health and HIV. We have some amazing fundraising opportunities to build on our established foundations to create the step change we need. And you can be part of this, leading our high value income streams to achieve their targets and growth to make a real impact!

At Terrence Higgins Trust it's our people – our service users, volunteers, and staff – that drive how we work, where we work and what we do. Equity, diversity and inclusion are critical to the work we do. We are striving to be an anti-racist, anti-sexist organisation and are committed to having a workforce with people from different backgrounds. We are doing this by embedding our organisational values into everything we do:

- Ambitious for change
- Working together
- Drawing on diverse lived experiences

Meeting our goals will require us to be ambitious, being clear about what we want to achieve, and bold enough to fight for it. We must be driven by the lived experience of individuals, valuing the input of all people, and putting the needs of marginalised people at the core of our mission. We must engage effectively, collaborating with partners, donors, funders, beneficiaries, and our own colleagues; growing and learning from each other all the time.

We need a passionate, creative and dedicated leader for Philanthropy & Partnerships as part of the Income Generation team. In return, you will be encouraged and empowered to be yourself at your very best. We believe in setting our standards high and providing continuous support to achieve our goals, together.

We use an insight-led approach to deliver amazing experiences and develop long-term relationships with our valued supporters across a wide range of income streams. By joining us, you will be part of a group of amazing individuals and be a critical part of our vision.

I'd love to work with you as we build strategic and multi-year partnerships; be brave and bold in our approaches; and ensure our supporters are at the heart of what we do. If this sounds like you, and you want to be part of creating historic change, then I hope you will apply.

**Christine Neubeiser**  
**Director of Income Generation**

## JOB DESCRIPTION

Job Title	Head of Philanthropy and Partnerships
Reports to	Director of Income Generation
Salary grade	SMP62/ £58,410 including London Weighting
Hours of work per week	35
Geographic remit	UK
Where role can be based	London

### Job purpose:

The Head of Philanthropy and Partnerships is responsible for leading, inspiring and developing a team to engage, steward, and secure support from Trusts, Corporates, and High Net Worth Individuals. You will also oversee our relationships with celebrities, patrons, and VIPs.

You will be responsible for setting the strategic direction across our high value fundraising, focussing on strategic funding opportunities and multi-year support. You will bring a relationship approach to fundraising, building rapport and fostering relationships to maximise funding opportunities.

You will work as part of the wider THT leadership team, both in Income Generation and the organisation. By working collaboratively to create meaningful partnerships and maximise opportunities for current and prospective partners you will be a key member of the team to help deliver our ambitious plans to end new cases of HIV by 2030.

### Main duties of the role:

- Provide strategic leadership for our high value giving programmes, developing and delivering a plan to drive income, new activities and product development, ensuring that our programme is led by the voices of our donors
- Be an active member of the Income Generation Leadership Team to develop and shape the overall fundraising strategy and plans and continually monitor the programme to maximise opportunities
- Work in a cross organisational manner at all times, looking for ways beyond your own area in which we can establish a deeper engagement with our supporters
- Drive forward our major donor programme in particular, taking a new approach towards stewardship of existing partners and acquisition of new ones,
- Grow our corporate partnerships activities, taking a strategic approach to develop new relationships with companies who share our mission, and embedding existing partners further
- Support effective planning and proposal development, with compelling asks, across trusts and foundations to grow sustainable, multi-year relationships with high level funders

- Develop our approach to managing relationships with our high net-net worth individuals and high profile supporters including celebrity ambassadors and patrons
- Collaborate with a range of internal stakeholders to identify, scope, and develop targeted opportunities, leverage wider networks and senior volunteers to build and steward high quality long-term relationships in line with the organisation's strategic goals
- Work in partnership with the events team to optimise our events programme as a critical path to raise income, cultivate and steward partners, including ensuring strong supporter journeys for all new and potential partners.
- Represent Terrence Higgins Trust at a plethora of external facing events and meetings, building connections, and driving forward networking and income generating activities/products
- Lead a team of specialists focused on raising income through grant giving trusts and foundations; corporate partnerships and commercial business development; major donors and celebrity support
- Be responsible for budgets for the team; setting budgets and reforecasting; overseeing all income processing; ensuring there is a strong financial reporting process in place
- Further development and integration of a robust and effective prospect management strategy for celebrities, major donors, trusts, and corporate supporters
- Stay abreast of changes and trends in fundraising practice to continually optimise performance, as well as ensuring compliance with changing regulations, including GDPR
- Fulfil any other duties which are commensurate with the grade

## PERSON SPECIFICATION

Candidates should be assessed against objective criteria.

Experience/Skills		Essential/ desirable	Assessment method
1	Ability to create and deliver strategic plans, with an eye on the bigger picture, as well as operational detail	E	A, I
2	Collaborative outlook, looking for opportunities to work together across multiple teams to deliver multiple objectives across the organisation	E	A,I
3	Audience focussed, always thinking of how the views of those we engage with can lead what we do	E	A, I

4	Proven experience of leading a successful major donor programme, including personally securing 6 & 7 figure asks from individuals	E	A, I
5	Experience of feeding into a Special Events plan that links up with objectives across an organisation	E	A, I
6	Track record of delivering high value, sustained corporate partnerships – at least £250K+	E	A, I
7	Experience of delivering significant levels of income from charitable trusts - at least £500K+ and multi-year	E	A,I
8	Analytical and data driven, able to analyse and evaluate activity to drive improvement	E	A,I
9	Track record of managing and developing successful teams	E	A,I
10	Proven track record of meeting substantial income targets	E	A, I
11	Excellent knowledge of Gift Aid and Data Protection legislation and other charity legislation.	E	A, I
12	Proven experience of budget setting, management reporting and forecasting, as well as monitoring and reporting on KPI's.	E	A, I
13	Experience of promoting and embedding Equity, Diversity and Inclusion (EDI)	E	A, I

Criteria assessment methods: Application = A; Interview = I; Test = T