

Job description

Job Title:	Senior Philanthropy Manager
Reporting To:	Head of Philanthropy & Corporate Partnerships
Department:	Fundraising Directorate
Contract:	Fixed term contract 9 – 12 months (maternity cover)
Hours of work:	Full time 35 hours
Location:	London office or home based

Main Job Role:

- As part of the Major Donor team, to develop and implement an effective major donor fundraising strategy to grow income over time in line with the Cystic Fibrosis Trust's overall objectives and plans to support and grow our impact for people with cystic fibrosis.
- To maximise and grow income from major donors through a clearly defined programme of research, networking, applications and excellent stewardship and in particular secure multi-year funding.
- To build key relationships with prospective major donors and gain five and six- figure funding individually, in particular multi-year relationships, and manage the ongoing relationships with major donors to maximise their long-term support for the Trust, engaging senior support as required.

Main Duties:

Strategy, planning and reporting:

To work with the Head of Philanthropy & Corporate Partnerships:

- To develop and implement an effective major donor fundraising strategy to grow and maximise income over time and in line with the Trust's overall objectives and plans.
- To develop and implement annual plans and key performance indicators (KPIs) for the major donor team and to monitor, analyse success and assess the effectiveness of fundraising activity, facilitating a revision of plans when necessary.
- To manage the agreed income and expenditure budgets for major donors, ensuring accurate financial reporting of income and expenditure budgets to the Head of Philanthropy

& Corporate Partnerships, including creating financial forecasts and recording actual income against targets, ensuring cost effectiveness and controlling expenditure within budget.

- To produce accurate monthly financial, and KPI reports, quarterly forecast and activity reports for the Head of Philanthropy & Corporate Partnerships and Director of Fundraising as required.
- To ensure that the major donor team is compliant with all legal and regulatory requirements, keeps up to date with any changes and operates in line with the codes of practice, sector best practice and industry standards.

Leading and maximising relationships:

- To research, identify and maximise the potential of new major donor prospects using the information held within the supporter database in addition to external data.
- To build relationships with prospective major donors to secure five and six- figure funding individually, in particular multi-year relationships towards the Philanthropy team target, using senior support as required.
- To manage the ongoing relationships with major donors to maximise their long-term support for the Trust and utilise their networks and peer to peer fundraising where possible, again utilising senior support as required.
- To engage senior staff, Trustees and volunteers to open networks and support cultivation plans and ensure that peer to peer approaches are maximised.
- To work with the relevant teams to identify CF Trust projects that would be of interest to current and prospective major donors to prepare high-quality and inspirational proposals tailored specifically for each major donor to secure funding.
- To ensure all major donor relationships are provided with exceptional stewardship and personalised cultivation plans are developed, maintained and implemented, in particular quality reporting of the funding provided and impact achieved.
- To lead and manage events throughout the year to provide opportunities to thank our current major donors and engage new prospects to support the work of the Cystic Fibrosis Trust and ensure their success.
- To ensure accurate records are maintained on the Trust's database.

Line management:

- To work to ensure the overall strategy, annual plans, KPI's and income targets are achieved.
- To work with the Senior Philanthropy Manager in the Trusts team to co-ordinate and manage the work of the Philanthropy Executive between major donors and trusts.

Working with other teams:

- To work closely within the Philanthropy and Corporate Partnerships Team regarding

approaches to trusts, foundations, companies and senior contacts to maximise income and relationships for the Trust and to share information efficiently.

- To work closely and support the Community teams to ensure identification, co-ordination and cultivation of potential major donor prospects and clarity between both teams.

Other:

- To keep up to date with the latest developments and activities within cystic fibrosis and the Trust to be able to communicate and engage major donors.
- To attend and support events / meetings and represent the Trust to external audiences.
- To lead on projects for the Fundraising department.

You will be expected to carry out any other reasonable duties that are consistent with the position of the role.

Person Specification – Senior Philanthropy Manager

Requirement		Essential/ Desirable
Education or equivalent		
1.	Educated to degree level or equivalent.	E
2.	Relevant fundraising qualification.	D
Experience		
1.	Significant experience of senior level major donor fundraising, with success in securing five and/or six-figure gifts.	E
2.	Experience and the ability to build strong relationships with major donors at all levels, motivate and inspire them to support the Trust financially.	E
3.	Experience of volunteer or peer to peer fundraising.	E
4.	Developing and managing successful major donor events.	E
5.	Experience of inputting into and/or planning and developing strategies for major donor fundraising.	E
6.	Experience of managing and motivating individuals and/or teams.	E
7.	Experience of budget management.	E
8.	Working to and meeting income and key performance indicator targets from major donors.	E
9.	Experience of raising money for medical research.	D
10.	Experience using NG.	D
Knowledge		
1.	Understanding of and commitment to equality, diversity and inclusion	E
2.	Good understanding of legal, financial and ethical issues related to fundraising from major donors.	E
Skills & Abilities		
1.	Excellent communication and interpersonal skills, both oral and written, with the ability to motivate and inspire others.	E
2.	Excellent IT skills, including the use of relational databases.	E
3.	Ability to understand, interpret and craft complex information into compelling cases for support.	E
4.	Ability to think and work strategically.	E

5.	Ability to be an effective Ambassador and communicate the Trust's vision and strategy.	E
6.	Able to develop and manage plans and budgets.	E
7.	Organised with the ability to prioritise and meet deadlines.	E
8.	Resilience and a proactive approach, with the ability to be innovative and creative.	E
9.	Able to work under own initiative as well as part of a small team, collaborating with other teams as needed.	E
10.	Solutions-focused and target-oriented, with the ability to see the bigger picture.	E
11.	Research skills	D
12.	Intellectual curiosity to understand complex medical and research information.	D