

JOB TITLE: Philanthropy Manager			
Department	Reports To	Type of contract	Salary
Income and Engagement	Philanthropy Lead	Full time and permanent	£42-45K pa
Location and expenses			
Hybrid with Reading Offices. In Reading usually once a week. Regular travel for donor meetings.			
Reports / Immediate Relationships			
Reports to the Philanthropy Lead. No direct reports. Works alongside the Philanthropy Advisor and newly appointed Trusts Manager.			
Core Purpose			
The Philanthropy Manager is a new role within the growing Philanthropy team, working to maximise relationships with HNWI to deliver sustainable, multi-year income for Make-A-Wish.			
<ol style="list-style-type: none"> 1. Build and manage a dynamic pipeline of around 100 existing and prospective supporters. With an emphasis on building relationships with new and lapsed donors, this post will focus on £25K+ donors and securing multi-year gifts. 2. Develop strong relationships with key senior volunteer leaders to engage their networks and maximise their giving to Make-A-Wish. 3. Provide an exceptionally high level of personalised donor care and stewardship to encourage long term philanthropic as well as gifts-in-kind support. 			
Key responsibilities			
Major gifts fundraising			
<ul style="list-style-type: none"> • Build and manage a dynamic pipeline of around 100 prospects primarily made up of HNWI. Focus on securing £25K+ gifts and multi-year pledges, working with key stakeholders to solicit and close asks to achieve personal and team income and activity targets and KPIs. • Work collaboratively with the Philanthropy Lead and Special Events Lead to maximise key philanthropic relationships from our flagship HNWI events programme, Art of Wishes. • Work collaboratively with the Philanthropy and Executive Teams to maximise income generation and continue to build a culture of philanthropy within Make-A-Wish. • Develop strong relationships with key senior volunteer leaders to engage their networks and maximise their giving to Make-A-Wish. • Research, develop and engage strategically with prospects – initiating and attending meetings, asking them at the right time for high level financial support and providing them with an exceptional level of stewardship. • Liaise across Make-A-Wish teams to gather data and project information to curate compelling propositions for funding, building on the philanthropic case for support. • Maintain accurate, clear, and up to date records of interactions with supporters, recording relevant information on Salesforce (relationship management database). • Stay abreast of all fundraising and stewardship opportunities the charity has to offer, creating both bespoke and tailored donor journeys for your pipeline of prospects. • Manage and report monthly on your pipeline with proactive approach to mitigating risk. • Exercise judgement and demonstrate fundraising expertise in the area of major individual donors, family trusts and foundations. 			

- Build effective relationships internally and externally which support Make-A-Wish's aims and priorities.
- Any other duties to fulfil the requirements of the role.

Beside the role specific responsibilities, as Make-A-Wish employee, you will:

- Within Make-A-Wish's performance & growth framework "Being Brilliant" initiate regular conversations with your line manager when you discuss your role objectives, personal development, wellbeing and other topics.
- Complete one Wish Discovery (meeting the wish children and their family to help them explore what their wish could be) and at least one fundraising event a year.
- Attend whole organisation meetings like monthly symposium and townhall as well as ad-hoc training opportunities as required; and as much as possible attend social events happening twice a year.
- Work with your colleagues across the organisation within the framework set in Make-A-Wish Ways of Working.

PERSON PROFILE

To be successful in this role, you will need to...

- Demonstrate experience of building bespoke fundraising propositions for HNWI and personally closing gifts at the £25K+ level.
- Demonstrate experience of working with senior volunteer leaders to maximise their involvement and support in high value fundraising.
- Possess excellent communication skills, including ability to:
 - work effectively at different levels across an organisation
 - articulate core concepts in different formats and approaches, with excellent numeracy and accuracy.
 - negotiate and influence across different organisational levels.
- Demonstrate exemplary organisational skills and ability to work to tight deadlines.
- Be creative about identifying and maximising opportunities, anticipating and managing risks.
- Manage and deliver a demanding and varied workload, including balancing strategic and operational priorities.
- Understand regulatory frameworks, best practice and ethical issues around major gift fundraising.
- Be proficient in use of MS Office tools, in particular Outlook, Word, PowerPoint and Excel to support delivery of work.

Behaviours

- Commitment to the vision, mission and strategic objectives of the charity and incorporating these into all areas of influence.
- Be led by the needs of the Wish Child in all we do and make decisions as close to the child as possible.
- Have a practical understanding of Make-A-Wish values: Be Magical, Be Inclusive and Be Inspiring.
- Actively listen to other people, particularly those with views that are different to their own.
- Embed the principles of Equality, Diversity and Inclusion within their role.
- Open to collaboration and working across different teams to help the organisation achieve its strategic objectives.



- Be able to work independently in an agile environment understanding that different people across the organisation have different working patterns.
- Be able to work with your colleagues and other members of Make-A-Wish community as One Team united in a common vision and mission and support organisational efforts of reaching every child.
- Basic DBS check