

JOB DESCRIPTION

Job title:	Philanthropy Manager – Trusts & Corporate
Line Manager:	Head of Fundraising
Accountable to:	Head of Fundraising
Department:	Fundraising
Location:	London, NW10

Context

Mayhew provides a range of animal welfare and veterinary services, in the UK and abroad. We offer expert veterinary care, rescue and rehoming, programmes in the community and guidance and support to improve the lives of dogs and cats in need.

We operate, in the main, from our historic building in north London but also have operations in Georgia and Afghanistan.

We offer a hybrid working pattern split between remote home-working and the Home in London.

Job purpose/summary

The Philanthropy Manager – Trusts & Corporate will play a key role in the Fundraising Team helping to generate significant and increased income from trusts and foundations and corporate partners.

This role will be responsible for ensuring a regular and reliable pipeline of new and existing corporate and grant making prospects are engaged with Mayhew and committed to financially supporting our ambitious plans to deliver greater impact for dogs, cats and communities over the coming years.

This role will...

- Take overall responsibility for the research, development, and management of all strategic and day-to-day operations of the Corporate Partnerships and Trusts & Foundations fundraising functions and increase net income from these two areas.
- Increase multi-year gifts and grow the number of long-term, sustainable corporate and high-value funder partnerships, including grant making bodies.
- Develop existing and new relationships and build great supporter stewardship strategies across the whole portfolio.
- Oversee the management of local corporate fundraising activities, including corporate volunteering opportunities.

Key relationships

- Head of Fundraising
- Head of Engagement
- Head of International Projects & Relations
- Head of Operations & Acting Head of Clinic
- The wider Fundraising team
- Finance personnel
- Key Animal Welfare staff

Main areas of responsibility

Generate and Grow Income from Corporates, Institutional Funders and Trusts & Foundations

- Lead Corporate and Trust Fundraising at Mayhew and develop these areas to significantly increase net income and establish long-term relationships.
- Deliver the 2024 gross income targets for Trusts and Corporate, achieving £200k and £80k respectively.
- Secure new corporate partnerships – both nationally and locally, including mutually beneficial cause related marketing agreements to deliver increased income for Mayhew.
- Put together timely, accurate and inspiring applications to new and existing Trusts & Foundations striving for YOY income growth.
- Working in collaboration with the relevant colleagues, develop motivating presentations, fundraising proposals, partnership plans, and donor reports as required.
- Supported by the Head of Fundraising, prepare and deliver impactful and engaging presentations to Corporate Partners (both at one-to-one and group level), outlining Mayhew's progress, challenges and plans, and tailoring to each audience.
- Seek out COTY opportunities with new and existing corporates to deliver income growth and increased awareness of Mayhew.
- Lead specific projects related to corporate and high value funder activities, such as capital appeals or specific restricted funding projects for Pet Refuge, Therapaws and Mayhew International.
- Maintain an excellent knowledge and understanding of Mayhew's capital and revenue needs to ensure the development and delivery of high-quality concept notes and applications, which meet donor requirements.
- Work with Database Lead to ensure donor contacts, donations and grants are appropriately recorded on Raiser's Edge.
- Ensure all areas of fundraising within the post's remit meet income and expenditure targets.
- Ensure all areas of fundraising within remit work efficiently and effectively for the benefit of Mayhew.

Research, Planning and Budget Management

- Research, develop and manage the strategies for Corporate Partnerships and Trusts & Foundations, focusing on driving growth to increase income from these areas and deliver long-term financial support for Mayhew.
- Working with the Head of Fundraising, develop and implement a 'new business' strategy to generate fresh income from Corporate Partners.
- Identify new opportunities from Trusts & Foundations whilst maintaining the existing T&F pipeline and relationships.
- Work to establish a clear corporate pipeline, including systems and processes for the identification or and applications to prospective supporters. This will include crafting excellent Corporate Partnership applications and communications.
- Work with the Head of Fundraising to develop the annual budget and independently manage monthly management accounts for corporate and trust fundraising, monitoring variances in income and adjusting plans accordingly.
- Assist in quarterly forecasting across a range of KPIs in relation to corporate, major donors and trusts.
- Ensure that all strategic plans are well evidenced by using the latest, most relevant market research concerning giving trends and funder priorities within high value fundraising.

Relationship Management

- Lead the day-to-day management and stewardship of a portfolio of corporate and grant making bodies.
- Ensure all relationship management is underpinned by robust processes and first-class relationship building, engendering trust, long-term passion, and regular, impactful support.
- Develop and deliver tailored plans for each potential funder, thinking creatively and entrepreneurial to ensure objectives for each relationship are met. This could include putting on bespoke events for

groups or individuals.

- Manage and nurture effective internal relationships with all teams and stakeholders in order to maximise the success of corporate and trust fundraising and add value to fundraising approaches.
- Create opportunities and bring about results from peer-to-peer introductions made by trustees and existing supporters.
- Work closely with Fundraising and Engagement teams to produce engaging communications and stewardship for donors.
- Ensure that supporters receive timely and relevant thank you messaging, correspondence and updates about Mayhew's work.
- Working with the Head of Fundraising, provide support with Major Donor stewardship, as and when required.

Other

- Ensure that all donor communications are handled appropriately, promptly and courteously and that complaints and criticisms are logged, investigated and resolved, in accordance with the organisation's systems and procedures.
- Ensure donor and organisation contact records are kept up to date.
- Communicate with a range of audiences by telephone, in writing and often face to face, and take appropriate action in accordance with agreed principles.
- Work with Mayhew teams to identify other opportunities for income growth and to achieve objectives, including Mayhew's International Projects.
- Keep up to date with trends and developments in Corporate and Trust Fundraising within the wider sector, especially within animal welfare.
- Attend events on behalf of the charity, receiving donations and delivering presentations on the charity's work.
- Attend all internal and external meetings as required, out of hours if requested.
- Contribute to a culture that embraces change, open communication, ambition, innovation, future-thinking and external focus.
- To be fully conversant with all fundraising regulations and legislation relating to trust, corporate and high value fundraising, and to ensure all Mayhew activities comply with necessary regulations.
- Undertake any other duties as may reasonably be required in this post.

General

- Contribute to the general administrative running of the Fundraising Team.
- Undertake any other duties as may be reasonably required by the Head of Fundraising. The job may involve working unsocial hours on some occasions.
- Ability to travel on an occasional basis and willingness to work, if required, on evenings / weekends.
- Implement the Equal Opportunities Policy into daily activities.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately you become aware of it.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

PERSON SPECIFICATION – Partnerships & Philanthropy Manager

Criteria	Essential	Desirable
<p>Knowledge, educational & professional qualifications</p>	<ul style="list-style-type: none"> • A strong understanding and appreciation of the principles and practice of fundraising from one or more of the following: corporate partnerships, trusts and foundations and Lottery sources. 	
<p>Experience</p>	<ul style="list-style-type: none"> • A proven track record of negotiating charity corporate partnerships that drive significant impact for the charity. • A demonstrable track record of developing existing trusts and foundations through excellent account management. • Track record of identifying, negotiating and securing significant new partnerships from large scale trusts and foundations based in the UK and globally. • Demonstrable experience of managing corporate partner relationships to a high standard and leading to long-term engagement • Experience of using a fundraising database for managing donor and corporate relationships • Excellent understanding of the current trends within corporate and high value funder fundraising. • Good knowledge of the legal fundraising environment – GDPR, Gift Aid, other relevant fundraising legislation 	<ul style="list-style-type: none"> • Evidence of event management for donor cultivation and/or stewardship purposes. • Experience of working in animal welfare

<p>Skills / Abilities</p>	<ul style="list-style-type: none"> • Excellent communication skills both written and spoken, with the ability to write and present compelling fundraising pitches, proposal, and grant applications. • Experience of trust and foundation fundraising techniques and project bid submissions • Proven ability to meet and monitor fundraising budgets and key performance indicators. • Excellent planning and project management skills • Excellent organisational skills, especially the ability to manage a complex, varied and substantial workload. • Ability to work across and negotiate with a wide range of stakeholders • A confident networker with the ability to represent the organisation at a senior level. • Strong relationship building skills with corporate and/or high value donors. • Teamwork and self-motivator • Competent with Microsoft Office • Driven, motivated and proactive 	<ul style="list-style-type: none"> •
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Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities