



Philanthropy Manager – Job Description

The Philanthropy Manager is a key member of the Philanthropy & Partner Engagement Department which sits within War Child's award-winning Fundraising team. War Child is growing, and the Philanthropy Manager will support the development of the Major Donor Function at War Child to retain and increase our income from major donors so that we can reach more children in the worst conflict affected countries.

Results oriented, you will have strong interpersonal and management skills together with a flexible and proactive approach. This is a great opportunity for a motivated relationship fundraiser with a passion for international development to join a successful and ambitious team.

If you share our values and believe that children's lives should not be torn apart by war, we want to hear from you.

Department:	Philanthropy & Partner Engagement	Contract Type:	Permanent
Reports to:	Philanthropy Lead	Salary:	Circa £39,000

War Child recognises the considerable benefits that flexible working can bring and is happy to discuss any possible flexible working options with you.

About us

War Child, the specialist charity for children affected by conflict. For more than two decades we've delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children's needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

Bold
We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

Accountable to children
Children can rely on us to respond to their voices and to treat them with respect and dignity.

Transparent
We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty

Committed to each other
We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.

Your role

The Philanthropy Manager role is crucial in helping raise funds to enable our rapid growth and the expansion of our impact. Reporting to the Philanthropy Lead, you will be responsible for developing an excellent stewardship programme which grows unrestricted and restricted income and nurtures relationships with War Child's existing major donors. You will use excellent communication skills to write compelling and tailored proposals to increase our reach.

As an integral member of the Philanthropy and Partner Engagement Department, you will bring creativity, insight and experience to the team, as well as being a key voice and representative internally and externally. You will contribute to the wider Fundraising & Communications strategy by taking a lead role in cross-team projects and activities.

Your responsibilities

- Systematically identify, qualify, and strategise a pipeline for up to six figure gifts for both unrestricted and restricted giving
- Lead on building an excellent stewardship programme, supporting relationship managers across the team to deliver sector leading supporter journeys
- Develop and implement strong cultivation and solicitation plans for existing donors to generate significant income from the portfolio. This will include personal meetings, attending networking events, writing proposals/reports and making presentations
- Take an active role, and lead where relevant, on the planning and delivery of a diverse portfolio of philanthropy events, including events that are hosted by Ambassadors
- Support on the development of new fundraising products which drive the stewardship programme and the retention of major donors
- Actively participate in regular department, team or working group meetings, contributing to strategy discussion and decisions that will be beneficial to the development of fundraising activities
- Record all communications with major donors on War Child's database, Salesforce, ensuring donor information is kept up to date and properly secured at all times.
- Monitor income and expenditure targets and provide regular progress reports and updates on performance against target using War Child's database

- Take an active role, and lead where relevant, in cross-team working groups to provide insight, advice and gain opportunities for the Philanthropy & Partnerships team
- Maintain an up to date knowledge of current activities of War Child and be an advocate of the War Child brand at all times
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK's Child Safeguarding and Adults at Risk Policies.
- Perform other duties as may be required by the Director of Philanthropy & Partner Engagement

You are

- Experienced in a similar fundraising role, with a specialist knowledge of major donor fundraising, ideally within an international development or humanitarian NGO
- Able to work independently to develop and implement fundraising strategies with a proven track record of securing five-figure gifts and delivering against targets
- A relationship manager with strong networking skills at senior levels internally and externally
- Experienced in stewardship strategies for major donors or the development of supporter journeys in order to retain donors
- Excellent skills in presenting information, verbally and in writing, including briefings and project reports to a range of audiences in a clear and confident manner
- Able to understand international development including War Child's vision, mission and values and present War Child's work with authority
- Organised and able to plan and prioritise to meet multiple deadlines
- Able to demonstrate experience of successfully planning and delivering events.
- Up to date in your knowledge of fundraising regulation, compliance and GDPR, and its implications for fundraising policy and practise.
- Experienced in database management, ideally Salesforce

All candidates for roles based in London are required to have the right to work in the UK

Our Benefits

Flexible working arrangements	28 days annual leave per year, rising to 33 with service (pro-rata for part time roles)	Range of wellbeing initiatives and training	Investment in training and development
Up to 4 paid volunteer days per year	Group Personal Pension Plan	Opportunity to participate in fundraising events	1-1 wellbeing consultations with trained counsellors
Enhanced maternity, paternity & shared parental leave	Group Life Insurance	Cycle to work Scheme	Season Ticket Loan

Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: <https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures>

Contact information

To explore the post further or for any queries you may have, please contact: Lucy Bloxam, Head of Philanthropy, lucyb@warchild.org.uk

How to apply

- Please download the application pack from <https://www.warchild.org.uk/who-we-are/jobs>
- All applications must be sent to recruitment@warchild.org.uk by Sunday 6th October at 11:59
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held on **14th – 16th October**

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check
- receipt of three satisfactory references
- proof of eligibility to work in the UK (roles based in London only)