

## **JOB SUMMARY AND PERSON SPECIFICATION**

**Job Title:** Campaign Programme Manager, No One Left Behind

**Reports to:** Head of High Value Partnerships

**Based at:** Flexible with travel nationwide

<p><b>Job Purpose</b></p>	<p><i>Lead and manage the operational delivery of the No One Left Behind £17m high value fundraising campaign primarily by supporting the Head of High Value Partnerships and Senior Stewardship and Events Manager (NOLB) and being responsible for supporting the NOLB Campaign Committee, including meeting management, managing key Campaign Committee activity and working closely with the High Value Partnerships team to ensure excellent and consistent prospect relationship management.</i></p>
<p><b>Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• Provide operational support for the campaign being a key point of contact for the Campaign Committee</li> <li>• Ensure all due diligence is maintained for the Board and for Donors</li> <li>• Build an effective resource hub to support funder approaches (eg. collateral such as presentations, proposals, key documents). Lead the development of content and campaign assets.</li> <li>• Support the prospect development and stewardship plans for the Campaign.</li> <li>• Support the engagement and event strategy for the Campaign aligning across the Charity and with High Value partnerships to maximise opportunity</li> <li>• Lead the stakeholder communications and engagement for the campaign.</li> <li>• Project manage the campaign timeline in line with KPI's and key targets</li> <li>• Develop, implement and manage a clear process framework to ensure key internal and external activity is tracked.</li> </ul>
<p><b>Main Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Managing and supporting the execution of planned processes and activities including key calendars, funder reporting, stewardship, new partner onboarding to achieve the Campaign target.</li> <li>• Be a key point of contact for the Campaign Board, working closely with the Head of High Value Partnerships, Senior Stewardship and Events Manager and Relationship Managers to ensure consistency in communications.</li> <li>• Monitor partnership activities in line with strategic partnership goals and take the lead on producing impactful partner dashboards and reports (working alongside our impact team)</li> <li>• Develop clear stewardship and donor development processes including relationship management framework, recognition framework and events plan.</li> </ul>



	<ul style="list-style-type: none"> <li>• Work with the Relationship Managers to support new partnership development</li> <li>• Brief and work with the Events Officer to manage campaign events</li> <li>• Review and track budgets ensuring accurate and up to date information is measured and monitored</li> <li>• Oversee all the key administrative functions: partner experience, thanking, gift acceptance and other. Ensure all relevant policies are complied with.</li> </ul>
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have experience of working on high value campaigns and the operational processes involved</li> </ul>
<b>Essential Knowledge, Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Astute attention to detail and meticulous organizational skills</li> <li>• Experience of leading prospect/client research strategies and donor/client relationship development</li> <li>• Experience of working in a high value relationship development environment</li> <li>• Experience of working with and supporting senior highly influential individuals</li> <li>• Empathy with the cause</li> <li>• Effective IT skills, including Microsoft Word, Excel and use of fundraising CRM systems,</li> </ul>
<b>Desirable Knowledge, Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working on a high value fundraising campaign</li> </ul>
<b>Key Competencies &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to balance between daily and longer-term tasks, keeping workstreams moving forward simultaneously</li> <li>• Results driven and motivated approach</li> <li>• Strong interpersonal and collaboration skills with dedication to working across teams</li> <li>• A positive mentality with proven ability to flex and adapt to changing business needs while maintaining quality partner relationships</li> <li>• Creativity, problem solving skills and demonstrate initiative</li> <li>• Excellent verbal and visual communication skills; adept at presenting</li> <li>• Entrepreneurial and creative spirit with proactive approach to identifying and acting on ways to improve the work, continually pushing the vision forward</li> <li>• Confident and polite manner</li> <li>• Ability to build rapport quickly and to understand needs and expectations</li> <li>• Positive, empathetic, patient, polite and friendly manner</li> <li>• Ability to remain calm under pressure</li> <li>• Displays the highest levels of integrity, confidentiality and commitment</li> <li>• Analyse information quickly and communicate in a concise and articulate manner and present outcomes</li> <li>• Well organised with the ability to prioritise</li> <li>• Attention to detail in all aspects of work</li> </ul>



	<ul style="list-style-type: none"><li>• Demonstrates an ability to work as part of a team and be a flexible team player, taking on ad-hoc requests where needed.</li><li>• Demonstrates self-motivation</li><li>• Flexible re. hours of work</li></ul> <p>Model our Values. We are:</p> <ul style="list-style-type: none"><li>• Innovative-Collaborative-Authentic-Resourceful-Energetic</li></ul>
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I have read and understood the Job Description:

PRINT NAME: .....

SIGNED: .....

DATE: .....