



King's Trust

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Collective Philanthropy Executive	PAY BAND:
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Philanthropy team is a crucial part of the Fundraising and Marketing Directorate and has long played a key role in income generation for The Trust, collectively responsible for raising up to £18m per year in support of our life-changing work for young people across the UK. Collective Philanthropy has a specialist focus on giving groups, including Women Supporting Women and the Enterprise Fellowship.	









WHERE YOU WILL FIT

Director of Philanthropy	Senior Head of Collective Philanthropy (Enterprise)	Head of Collective Philanthropy (Enterprise)	Collective Philanthropy Executive
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The Philanthropy team looks after supporters who have a bespoke and personal relationship with The King's Trust. These supporters may fund specific areas of our work across the UK. Our Collective donors typically support giving groups and campaigns for the charity, with initiatives such as the Enterprise Fellowship and Women Supporting Women. Your role supports the Collective Philanthropy team in delivering a busy and exciting calendar of cultivation and stewardship activity and also manages a portfolio of prospects and donors.

WHAT WILL YOU DO?

-  Proactively cultivate and manage a portfolio of Collective philanthropy prospects and donors, working to achieve a personal annual income target.
-  Contribute to the Collective Philanthropy prospect pipeline by conducting research to identify new prospects for our Collective giving groups.
-  Produce well-written project proposals, briefings and pitches and make 'asks,' with the support and guidance of peers, the Philanthropy Manager, and the wider team where necessary.
-  Build relationships with members of Operations and Delivery Staff across the country, to source and manage information about our programmes, keeping informed of all developments.
-  Support the Collective Philanthropy Heads (via a matrix management approach) with the delivery of a wide range of cultivation and engagement events across both the Women Supporting Women community and the Enterprise Fellowship.
-  Responsible for onboarding new mid-level collective supporters - ensuring a clear and engaging supporter journey which inspires loyalty and uplift.
-  Where applicable, work with supporters and volunteers to draw on their philanthropic networks and mobilise introductions.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.



King's Trust

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Exceptional verbal and written communication skills and the ability to adapt these to suit different individuals and audiences.	Engagement is key in this team; you need to be able to motivate and inspire supporters to commit to initiatives
Project management skills	When working across several Major Donor Products, on several initiatives, at any one time, you need to prioritise, and time manage effectively
Relationship management skills	You will be managing relationships with Trust contacts at all levels and working closely with other departments.
Demonstrable research, storytelling, writing and editing skills, including attention to detail, proof-reading, spelling, and grammar skills	To deliver engaging and compelling report and proposal writing to inspire and support our collective products
Excellent interpersonal and relationship-building skills	To build effective relationships with donors and colleagues.
Understanding of the donor cultivation cycle and the importance of ongoing stewardship.	To plan, research and maximise giving potential from your portfolio.
Experience	Why do we need this?
Track record of securing and managing 5 figure gifts	This role is income-generating, so you need experience in securing income within a charity or e.g., commercial capacity.
Experience in coordinating event logistics	The role will involve new business events to inspire and convert new collective supporters.






WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experienced in using a charity CRM system such as MS Dynamics	You will need to maintain accurate records and donor preferences.
Experience working with young people and volunteers.	To inspire donors to support financially and communicate impact of donations.
Skills & Knowledge	Why do we need this?
An awareness and appreciation of the ethical decision-making associated with fundraising and preserving the reputation of an organisation.	All members of our fundraising team need to ensure that The King's Trust abides by its values and adheres to ethical fundraising processes.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.