



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Collective Philanthropy Project Manager	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 but not limited to Women Supporting Women and the Enterprise Fellowship.	











WHERE YOU WILL FIT

Director of Philanthropy	Senior Head of Collective Philanthropy	Head of Collective Philanthropy (WSW)	Collective Philanthropy Project Manager
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Our Collective donors typically support giving groups and campaigns for the charity, with initiatives such as the Enterprise Fellowship, Enterprise Network and Women Supporting Women. You will play a crucial part in the coordination and delivery of these fundraising initiatives, as the Collective Philanthropy team embarks on the 50 for 50 philanthropy campaign, ultimately raising funds to deliver programmes to young people who need them most.

WHAT WILL YOU DO?

-  You will provide project management support for Women Supporting Women and our Enterprise initiatives, by working closely with all members of the team, particularly the Heads of Collective Philanthropy.
-  Work collaboratively across fundraising, including advising prospect research and working with fundraisers to access the networks of our influencers and surface opportunities.
-  Work collaboratively across wider fundraising teams to ensure alignment on fundraising for women and girls and ensure philanthropy plans are understood and maximised.
-  Support the Heads of Collective Philanthropy with effective management and coordination of key influencers and committee members; including the creation of briefing documents, organising key meetings, activity planning and co-ordinating the engagement calendar.
-  Manage a portfolio of supporters and prospects and raise an annual fundraising target predominantly in London.
-  Deliver an engagement calendar which focuses on cultivation, new business prospecting events and new business strategies.
-  Use your profile-raising skills to promote our giving groups both externally and internally so they can continue to be sector-leading.
-  Lead on the creation and maintenance of WSW proposition and supporting resources - ensuring internal alignment across fundraising teams such as centralised stewardship.
-  Use and update the CRM system so information is accurate for prospects and donors.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain will shortlist the most qualified people for the role, we ask everyone for : do the role, but don't have all the desirable experience, we would still lov Prince's Trust



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WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Exceptional verbal and written communication skills	Persuasive verbal skills and writing for impact are key to interactions with prospects, donors, committee members and internal and external colleagues.
Strong interpersonal skills, with an ability to negotiate, influence and build warm and authentic relationships with a wide range of people at all levels	You will be building trust and credibility with internal and external stakeholders - from young people and staff to donors, and committee members and seeking buy-in from wider fundraising teams.
A solution-focused approach proactively taking initiative and identifying problems and opportunities	Need to navigate both internal and external barriers to support fundraising success
Excellent planning and organisation skills to plan and prioritise work with multiple deadlines	As a hybrid role including project co-ordination and managing a portfolio, you will need strong organisational skills
Ability to manage a portfolio of donors	To effectively manage a pipeline of prospects, plan bespoke solicitations, convert into donors, and replenish with new prospects.
Experience	Why do we need this?
Experience in project management within a target-driven environment	WSW requires a strong project coordinator who is used to hitting key milestones with an eye on how to raise funds effectively
Experience in fundraising or (developing new business) and knowledge of what motivates donors to support charities.	Your role will have a clear income target contributing towards the wider collective team target.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Track record of securing and managing 5 figure gifts from a range of donors.	Your role includes an income target so experience in securing income within a charity or e.g., commercial capacity is highly desirable
Skills & Knowledge	Why do we need this?
A good understanding of giving groups	Understand the complexities of giving networks, and committee management and ensure you will allow you to hit the ground running.
A strong understanding of philanthropy trends and what motivates philanthropists, trusts, and foundations.	You will make informed approaches to prospects and manage relationships with tact and an appreciation of motivation to give
A strong understanding of, and empathy for, the challenges young people within The Trust's target groups face	This will enable you to fulfil your role as an advocate of the charity with sufficient passion and persuasive ability as a fundraiser.






WHAT DO WE EXPECT FROM YOU?



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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 Prince'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 PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT 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 at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do. You keep young people and our end goal in mind. You build trust in others through reliability and holding self-accountable for success. Resilient in the face of challenges, not taking constructive criticism personally. You're authentic and bring unique talents to work, encouraging others to do the same. You role model integrity and act according to our Values	You champion change initiatives and help others see the benefits and opportunities. You take an entrepreneurial approach to improving how we do things. You seek opportunities to enhance own development and build expertise. You role model a positive and constructive approach to giving & receiving feedback. You support others in adapting to change.	You're approachable, clear, and assertive. You cascade important and relevant information to others clearly and swiftly. You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively. You listen to and empathise with others to understand the root of situations before responding	You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required. You share knowledge and information. You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions	You translate The Trust's long-term vision and strategy into actionable plans & targets. You take responsibility for making and implementing logical, data-based decisions. You're flexible and responsive as priorities and requirements change. You seek solutions and solve problems, empowering others to do the same

THE WELFARE OF OUR YOUNG PEOPLE

The Prince'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 in accordance with 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.