



<b>Job Title:</b>	Head of Philanthropy
<b>Reports To:</b>	Chair of Trustees
<b>Line Reports:</b>	Grants Coordinator, Finance and Operations Manager
<b>Salary (FTE):</b>	£48,000
<b>Contract hours:</b>	21 hours per week
<b>Location:</b>	Remote working with travel to Manchester to attend in-person staff team meetings once a month and trustees' meetings every quarter.

### **Job Purpose**

To promote the charity's philanthropy services, attract major donors and manage ongoing donor services and relations.

### **Key Responsibilities**

#### ***Donor relations***

- Develop and implement strategies to grow the number of high-net-worth individuals using the charity's philanthropy services, especially Donor Advised Funds (DAFs) and philanthropy advice.
- Manage the donor acquisition process, including preparing proposals and completing DAF application forms.
- Maintain ongoing relationships with the charity's portfolio of donors.

#### ***Management of Donor-Advised Funds***

- Deliver a high-quality service to the charity's DAF donors.
- Coordinate the contributions of the Finance and Operations Manager and Grants Coordinator towards DAF management.
- Oversee the work of the Grants Coordinator to ensure efficient and effective grant-making from the charity's internally advised funds.

#### ***Philanthropy advice***

- Provide philanthropy advice to major donors, including advice on the development of giving strategies, researching and recommending charities for support, and monitoring performance.
- Engage and sub-contract philanthropy advisors to provide specialist advice, where required.

## ***Marketing and communications***

- Develop the charity's brand and raise its profile.
- Develop marketing and communication assets (e.g. brochures, donor guides, etc).
- Bring the charity's brand to life by producing engaging content for social media, newsletters and thought-leadership pieces.
- Manage relationships with the charity's website provider and update content on the website.
- Manage the charity's social media platforms.
- Build a network of contacts with the professional advisors (e.g. wealth managers, financial advisors and estate planning solicitors) of high-net-worth individuals.

## **Governance**

- Support the Board of Trustees in the development of strategy.
- Work with the Chair of Trustees to prepare the agenda for each board meeting and write board papers as required, working closely with the Finance and Operations Manager.

## **Person Specification**

### Essential knowledge, skills, experience and attributes

- Knowledge of the charity sector.
- Strong leadership and line management skills.
- Outstanding interpersonal, networking and relationship-building skills.
- Excellent communication skills with the ability to adapt your style for different contexts (e.g. social media content, presenting proposals, writing formal reports).
- Strategic and effective at a high level, but also willing and able to do more detailed and hands-on work.
- An ability to work remotely under own initiative and manage time effectively.
- High level of competency in Word, Excel and PowerPoint.
- Committed to equality, diversity and inclusion.

### Desirable knowledge, skills, experience and attributes

- Experience working with high-net-worth individuals.
- Senior-level fundraising, business development and/or marketing experience.
- Experience of providing strategic philanthropy advice to high-net-worth individuals.
- Experience of using Wordpress.