

# PHILANTHROPY

# MANAGER

JOIN A FORWARD THINKING  
RESEARCH CHARITY



# JOIN A FORWARD THINKING RESEARCH CHARITY

Animal Free Research UK is the leading charity working to create a world where human diseases are cured faster without animal suffering. By pioneering excellence, inspiring and supporting scientists and influencing change, we are ending the use of animals and improving medical research.

**Our vision** is a world where human diseases are cured faster without animal suffering.

**Our purpose** is to enable scientists to stop using animals in medical research.

**Our mission** is to pioneer excellence, inspire and support scientists and influence change to end the use of animals and improve medical research.

**We are:**

- **Rigorous and evidential** – we present factual, reliable information. Our work is evidenced-based, thoughtful and respected by our peers.
- **Pioneering** – we place ethics at the heart of science through innovative, solutions-focused research. Our determination drives scientific discovery forward.
- **Compassionate** – we care deeply about people and animals. Our ambition to end suffering is heartfelt and unswerving.

We believe using animals in medical research is unethical, costly and ineffective - with over 90 percent of new drugs tested on animals failing to benefit human health.

That's why we fund scientists at the forefront of the laboratory revolution which is replacing outdated, cruel and ineffective animal testing with cutting edge technologies such as 3D organ-on-a-chip, and why we're calling on policy makers to modernise medical research.

Our strategic goal is to transform medical research and regulation so that there is a clear pathway to develop and deliver effective treatments for human diseases faster and without animals.

**Join our award-winning team and make a life-saving difference to people and animals.**

The Philanthropy Manager lead in the delivery of the Philanthropy Giving plan for the short-term by securing significant gifts from Trusts & Foundations. You will prospect, qualify, cultivate and steward, building long-term mutually beneficial relationships and growing this relatively new income stream.

You will inspire and expand on a core group of Trust & Foundations to fund and invest in human relevant, animal free medical research and contribute to it becoming the Gold Standard for future generations to come.

# JOB PROFILE

<b>Job Title:</b>	Interim Philanthropy Manager
<b>Salary:</b>	c.£39k pa pro rata
<b>Hours:</b>	Full time (35 hours per week), 6 month fixed-term contract
<b>Location:</b>	Remote working with occasional meetings throughout the UK
<b>Reports to:</b>	Head of Fundraising

## DELIVERABLES

### Activities may include:

#### The successful execution of a targeted growth plan from trusts and foundations

- Deliver a comprehensive philanthropy giving plan, with targets and performance metrics
- Review and optimise current prospects pipeline to grow long-term, sustainable income (both restricted and unrestricted) generating £15,000 from Trusts and Foundations
- Excellent cultivation and stewardship with existing and new trusts and foundations to maximise income potential and build strong relationships
- Be responsible for ensuring effective and timely reporting of progress made to grant funders

#### Write and submit compelling bid proposals to secure funding from major trusts, working closely with colleagues to ensure content is accurate and up to date

- Work with colleagues to produce consistently outstanding, high quality, imaginative and compelling proposals, to present to both large and small trusts and foundations
- Plan and deliver a schedule of high-quality submissions that delivers on time and on targets
- Oversee the implementation of the terms and conditions of successful grants, monitoring, reporting and evaluation of projects performance against the agreed activity plan and liaise with colleagues as necessary

#### Record and maintain accurate records of donor communication and income through our CRM, producing reports and insights where appropriate

- Maintain efficiency in donation fulfilment, documentation of grants, acknowledgement and manage all correspondence (email, mail) through the Donorfy donor management system

#### Comply with data protection and security commitments for Animal Free Research UK

# PERSON SPECIFICATION

## Qualifications & professional attainments

### Essential

- Educated to Level 3 or equivalent through experience
- Experience of managing a portfolio of trusts & foundations, and delivering on income targets

### Desirable

- Experience in working with trustees
- Experience working for an animal protection or welfare charity

## Technical skills

### Essential

- A good understanding of the UK philanthropic sector learned from experience in a charitable organisation
- Experience of building relationships with a wide network of stakeholders.
- Exceptional written skills, including a demonstrable track record of producing accurate and compelling materials
- Proven ability to analyse and interpret complex project plans, budgets and data and present relevant information in a diplomatic and persuasive way
- Experience of setting and managing income and expenditure budgets and achieving significant financial and non-financial targets
- Superb IT skills, including use of Microsoft Office programmes and CRM databases such as Donorfy

### Desirable

- Experience of producing relevant reports and dashboards for senior colleagues and making recommendations
- Good understanding of the work Animal Free Research UK does and the type of research we fund

## Competencies

### Essential

- Superb interpersonal skills and relationship-building abilities, with the personality to work collaboratively with colleagues, donors and supporters and present a professional and positive image of Animal Free Research UK
- Willingness to try new approaches and take appropriate risks
- Sound judgment, diplomacy and integrity
- Strong and proven organisational skills with the ability to prioritise workloads to meet deadlines
- A positive and flexible approach to work and willingness to travel and work occasional unsociable hours as necessary
- Results oriented with a positive outlook, high level of energy, enthusiasm and dedication to the mission and goals of Animal Free Research UK

## HOW TO APPLY

Please apply by visiting our website [www.animalfreeresearchuk.org/work-for-us](http://www.animalfreeresearchuk.org/work-for-us) and follow the link to our online application form where you can upload a copy of your CV and covering letter.

Closing date: Wednesday 8<sup>th</sup> May 2024, 5pm

If you have any question in regard to the role, please contact [recruitment@animalfreeresearchuk.org](mailto:recruitment@animalfreeresearchuk.org)