



Job Description & Person Specification

Post Title:	Philanthropy Manager
Responsible to:	Head of Development and Philanthropy.
Purpose of Job:	To secure income from Trusts, Foundations and Major Donors.
Location:	Rockinghorse is based in central Brighton. Our work is across Sussex.
Salary Range:	£32k to £36k depending on experience.
Contract:	Up to 30 hours (0.8FTE). Other flexible arrangements welcomed. It is expected that the postholder will fulfil any additional duties during evenings and weekends as required and work flexibly to do so.

About Rockinghorse Children's Charity

Rockinghorse Children's Charity supports sick and disabled children across Sussex. We support babies, children and young people, along with their families, at The Royal Alexandra Children's Hospital and The Trevor Mann Baby Unit in Brighton and all of the specialist children's wards and baby units throughout Sussex.

We deliver and fund projects that enable doctors and nurses to do more. All of projects are led by the needs of children and young people and their families – the lifesaving medical equipment, the support for parents and families, the toys for children spending time in hospitals across Sussex, the environments and spaces that help children feel more at home when they are in hospital and additional staff to make sure children get the best possible care when they are unwell.

Originally set up in 1967 by Dr Trevor Mann, we have been supporting children for more than 55 years, and in that time, we have supported nearly a million children and their families. As the official fundraising arm of the Royal Alexandra Children's Hospital, including the Trevor Mann Baby Unit, we work with the NHS, charity partners and the Sussex community to ensure children can be children no matter how sick they are.

We do not receive any government, statutory or local authority funding and so we rely on the generous support of individuals, community groups, companies and trusts: people like you, who care about children and want Sussex to be a safe place for children to grow up.

For more information, news and events: <https://www.rockinghorse.org.uk/>.

About the role

In 2022 we launched our three-year strategic plan, which prioritised our activities to enable us to support more babies, children and teenagers. As we enter the final year of this strategy the charity continues to expand and develop its projects and services children all over Sussex: <https://www.rockinghorse.org.uk/about-us/our-strategy>.

This role will support the Head of Philanthropy in securing income in line with targets and developing relationships with Trust and Major Donor supporters, to ensure we can continue to deliver life-saving projects for children and young people across Sussex.

You'll bring excellent organisational skills, outstanding written and verbal communication skills, evidence of brilliant relationship management skills and a passion and enthusiasm for fundraising. You'll be part of a successful fundraising team that values wellbeing and champions teamwork, where our vision for children and young people is shared, and success is celebrated. To find out more about our team: <https://www.rockinghorse.org.uk/meet-the-team/>

Duties of the role

Supporting the charity to secure income from Trusts, Foundations and Major Donors:

Research

- Undertake regular research on Trust and Major Donors prospects and donors to identify trusts and individuals with propensity to give donations of £2,000 and above and with a fit to our aims and objectives and to deepen our understanding of interests and objectives.
- Work with the rest of the team and with Rockinghorse Trustees to ensure there is a system for new Trusts and potential Major Donors to be flagged to us.
- Keeping Trust and Major Donor pipeline information updated regularly on e-tapestry (fundraising database).

Engage

- Develop bespoke action plans for an agreed number of Trust and Major Donor prospects and supporters to help us engage, cultivate and solicit donations.
- Work with the Head of Development and Philanthropy to design and deliver bespoke cultivation events and experiences.
- Assist the Head of Development and Philanthropy with developing introductions into Trustee networks, based on network mapping exercises already conducted.

Cultivation

- Work with the Head of Development and Philanthropy to manage our relationship with an agreed number of Major Donor prospects to help us grow our supporter base.
- In collaboration with the Head of Development and Philanthropy, develop a stewardship programme for an agreed number of warm trust supporters, ensuing regular and inspiring feedback and updates on our work, which connect supporters to the difference they make.
- Plan and attend bespoke project visits with prospects and donors.
- Create bespoke feedback reports and updates.
- Plan and manage an annual supporter thank you event for Rockinghorse supporters across all teams.

Ask

- Work with the Head of Development and Philanthropy to make an agreed number of Trust applications to warm and cold trust prospects throughout the year.
- Work with Head of Development and Philanthropy and the Chief Executive Officer to make financial asks of our prospective Major Donor supporters based on the right project, at the right time.
- Create and develop compelling cases for support based on our projects.

Supporting the charity to deliver brilliant, funded projects that support children and their families:

Rockinghorse delivers and funds around 70 projects per year – supporting sick and disabled babies, children, young people and their families in hospitals in Sussex.

- Work with Head of Development and Philanthropy to ensure we have enough projects that fit the Trusts and Major Donor prospects in our pipeline.
- Work with Head of Development and Philanthropy to design and develop innovative new projects to support asks to our Major Donor supporters.
- Work with Projects Manager and project leads to ensure everyone is aware of the level of feedback and evaluation required for projects funded by Trust and Major Donor supporters and to ensure that we receive regular updates from project leads.
- Work with the Head of Marketing and Communications and project leads to build up a bank of case studies, quotes and stories we can use to feed back to donors.

Support the operations of the charity more widely:

- Model excellent conduct and behaviours in line with the charity's values and ethos:
<https://www.rockinghorse.org.uk/about-us/our-strategy/our-strategy-vision-mission-and-values/>
- Carry out other such duties as may be required for the purposes of the charity; this will include working during evenings and weekends as required and the postholder would be expected to work flexibly to do so.
- There are travel requirements for this post (covering the whole of Sussex) to attend, put on events and meet with our supporters.

Person specification

Essential experience, skills and knowledge for the role:

1. Experience and understanding of the principles of Trust and Major Donor fundraising (prospecting, research, making applications, making asks and stewardship).
2. Able to work collaboratively and build productive relationships with colleagues, stakeholders and third-party agencies.
3. Able to prioritise own workload effectively and confidence to work autonomously.
4. Excellent time management skills with strong prioritisation and organisation skills.
5. Brilliant communication and interpersonal abilities – able to engage with stakeholders quickly and effectively.
6. Ability to handle confidential donor information.
7. Experience of using customer relationship management platforms (Rockinghorse uses e-Tapestry).
8. Commitment to Rockinghorse Children's Charity's mission, vision and values.

Desirable experience, skills and knowledge:

1. Experience managing communications and/or marketing to support fundraising engagement and support.
2. Previous work experience with a non-profit, or charitable organisation.
3. Experience of using MailChimp or other CRM & email platforms.
4. Experience of making applications to charitable trusts and managing relationships.
5. Experience of major donor giving, prospecting and stewardship.

Work skills you'll need on the job:

1. Brilliant organisational skills.
2. Excellent people skills, adaptable and flexible in manner and approach.
3. Excellent written and verbal communication.
4. Ability to work on own initiative and as an active team member.
5. Ability to work under pressure and in a fast-paced environment.

Benefits of working for Rockinghorse Children's Charity:

- 25 days annual leave (prorated for part-time) plus bank holidays.
- An additional day of annual leave on your birthday.
- Christmas closure days (prorated for part-time) – up to three additional days of annual leave.
- Cycle to work scheme.
- Competitive pension scheme.
- Employee and dependants' health cash plan including access to an online GP and counselling.
- Family leave including maternity, adoption, shared parental and paternity leave.
- Ongoing opportunities for learning and professional development for staff.
- Quarterly reward and recognition days for all staff.
- Opportunity for flexible, hybrid and part-time working.
- Subsidised car parking in Brighton.
- Access to Enterprise Car Club.

Rockinghorse is committed to building an inclusive workplace, with equity for all, whilst embracing and championing inclusion and diversity. We welcome applications from all.

Application Process

To apply, please send your CV and covering letter outlining how you fulfil the eight essential elements of the person specification to: sharon@rockinghorse.org.uk

Your covering letter must address your experience, skills and knowledge against the eight essential elements of the person spec. Applications without a covering letter will not be considered. If you also have any of the five desirable criteria, please outline these too.

If you need any support with the process or application, please get in touch. We can also talk to through the role and answer any questions you may have informally.

All applicants will be shortlisted (to go to interview) based on their ability to demonstrate they have, or can gain, most of the essential criteria for the role – as demonstrated in the covering letter.

Estimated Timeframes:

- Application Deadline midnight 12th January 2025.
- Shortlisting w/c 13th January 2025.
- Interviews will be Wednesday 22nd January 2025 in central Brighton.

Interviews will be with the CEO, the Head of Development & Philanthropy and Head of Fundraising and Partnerships and will consist of a series of set questions (the same for each candidate) about your skills, experience and knowledge relating to the post (Essential, Work and Desirable skills).

The interview will also be an opportunity to ask any questions you may have about the role, the charity and the process of recruitment.

The role will be available from 1st February 2025 onwards (depending on post holder's availability).

To ensure our recruitment practices are inclusive and promote diversity, Rockinghorse Children's Charity is committed to providing equal opportunities for all applicants. We welcome applications from people of all backgrounds and are dedicated to building a diverse and inclusive workforce. We actively encourage individuals from underrepresented groups to apply. If you require any reasonable adjustments to participate in the recruitment process, please let us know, and we will be happy to accommodate your needs.