

PHILANTHROPY EXECUTIVE

Duration:	Permanent
Salary:	£31,000 per annum
Job Level:	5
Hours:	35 hours per week. Other flexible arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children
Reports to:	Head of Philanthropic Partnerships
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ OR HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Partnerships and Philanthropy Directorate encompasses the Philanthropic Partnerships team, Foundations Partnerships, Corporate Partnerships, and Programme Impact & Partnership Assurance (PIPA). The Philanthropic Partnerships team seeks to engage, secure support from, and steward, philanthropists and their families giving anywhere from £5,000 annually to multi-million, multi-year partnerships. We have an ambitious growth target, and this role will play a key part in enabling the team to achieve even greater results for children.

ABOUT THE ROLE

The Philanthropy Executive will support the Philanthropic Partnership team's Relationship Managers to grow our supporter base of those contributing £5,000 plus towards UNICEF's vital work. You will support Relationship Managers to recruit new supporters and offer excellent outreach, thanking, and stewardship for existing supporters. You will support the delivery of our key philanthropy products, including the Every Child Fund Circle, Children's Emergency Fund and the NextGen community. You will ensure that the team's data and financial processes run smoothly and are up to date. Around seventy per cent of your time will be spent supporting the team's work by creating and maintaining effective and efficient systems, processes and projects, and around thirty per cent on the development and growth of your own supporter portfolio.

What we will expect you to achieve

- Own and champion team processes and systems, such as thanking and banking and ensuring income is coded to the correct programme appeal. You will be responsible for supporting Relationship Managers across all team activities, including data compliance, liaising with colleagues in other teams, and ensuring that funds are transferred to programmes in a timely and efficient way.
- Act as the Team point of contact for other teams such as Donations, Finance, Grants Management and Supporter Care teams, providing team induction as needed.
- Support the team in preparing stewardship and cultivation communications and touch points, for supporters and prospects. Proactively seek and recommend content which will help Relationship Managers provide compelling communications to supporters. In addition to written communications, support the planning of engagement and networking events, attending where necessary to represent UNICEF UK externally.

- Support the team in preparation for external supporter meetings, as needed.
- Be a proactive member of the team by contributing to team meetings, planning sessions, team development and wider team activities.
- Coordinate the flow of information across the Philanthropic Partnerships Department during an emergency appeal. You will represent the team in relevant groups, for example at monthly Emergency Response Team meetings.
- Steward and develop a mixed portfolio of high value donors, providing the highest level of donor care.
- Take ownership for income targets within your portfolio and provide accurate, detailed information for budgeting and performance management.
- Support the team in securing new funding for UNICEF by building partnerships with new prospects.
- Explore how to make best use of digital technology, systems and processes, to help the Philanthropic Partnerships team achieve better results for children. This includes ensuring the best use of systems such as the Supporter Relationship Management system and keeping the Philanthropic Partnerships website pages up to date.
- Provide support for field trips and travel, liaising with PIPA and country offices, as appropriate.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective Behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Collaboration

- Consults others and shares expertise, know-how and ideas with colleagues for best results.

Communication

- Presents complex and difficult messages clearly and with impact.

Efficiency and effectiveness

- Manages conflicting priorities effectively to ensure that objectives are achieved and deadlines met.
- Suggests simplifications to overly complex ways of working to improve results.

Information and data

- Invests time in acquiring the knowledge and skills to develop effective approaches to managing information.
- Anticipates information and technology that will be needed in the future and works with internal teams.

Relevant experience

- Producing a range of communications, written and verbal for high value supporters.
- Supporting project development and management and working cross-collaboratively within a large organisation.
- Some experience of financial budgeting and planning would be an advantage.

Specific knowledge and skills

- Manage supporter information using electronic systems and databases (e.g. Salesforce, Microsoft Office), ensuring accuracy and attention to detail.