



Job Description

Job title:	Philanthropy Manager (Endowment)
Department:	Advancement
Responsible to:	Director of Advancement
Location:	London (UK) - hybrid working
Salary:	£46,200 per annum
Working pattern:	Full time, 38.5 hours per week
Duration of contract:	Permanent

Job Purpose

The Philanthropy Manager (Endowment) role is an integral member of the Advancement team at UWC International with responsibilities for securing major gifts from individuals to support the fundraising programme at UWC International. Reporting to the Director of Advancement, with a dotted line to the Head of Philanthropy, this role will be supported by members of the Philanthropy team and work closely with the Communications and Engagement team.

Key responsibilities

1. Fundraising and Portfolio Management

- Responsible for managing and advancing all relationships within your portfolio of donors and prospects, with focus on individual / HNWI giving.
- Recruitment and support of senior fundraising volunteers for UWC International, assisting them in network engagement activities.
- Support the Director of Advancement in the preparation of strategic fundraising proposals in collaboration with wider UWC stakeholders and volunteers.
- Supported by the Communications team, responsible for developing donor funding proposals and materials.
- Responsible for the accurate and timely recording of engagement activity in the fundraising database.

2. Prospect Discovery and Research

- Responsible for portfolio prospect identification and discovery, supported by members of the Philanthropy team for prospect research.
- Support the Director of Advancement and work alongside the Philanthropy team in maintaining and deepening knowledge about those on the UWC principal prospect list.

3. Fundraising and Engagement Events

- Support the Director of Advancement and work alongside the Philanthropy team in the organisation and execution of fundraising and donor events, including timely preparation of materials and budgets.

- Lead on the organisation and execution of senior volunteer-led engagement and cultivation events within your portfolio and campaigns, ensuring excellent delivery and follow up.
- Support engagement and fundraising events.

4. CRM and Data Management

- Contribute to maintaining and developing the UWCIO donor and contact management database, The Raiser's Edge.
- Contribute to enhancing data storage and management systems for improved efficiency.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification

	Essential criteria	How it will be assessed*
Experience	<ul style="list-style-type: none"> ● Proven experience in a frontline fundraising role, with a strong preference for major giving and/or individual regular giving ● Experience managing a portfolio and proven ability to deliver and report upon agreed targets and plans within set deadlines for self and team. ● Experience working with executives/ senior volunteers. ● Proven experience of taking initiative and managing significant pieces of work successfully. ● Experience with a CRM database, preferably the Raiser's Edge (desirable) ● Experience organising fundraising or engagement events (desirable) ● Experience of working with multiple stakeholders in an international and multicultural environment (desirable) 	A, I, UT
Skills & knowledge	<ul style="list-style-type: none"> ● Expertise in managing high-value donor relationships and implementing comprehensive stewardship plans ● Advanced understanding of tax-effective giving and ability to manage high-value donations efficiently ● Strong writing and financial planning skills and the ability to craft ● Well developed negotiation and influencing skills. ● Knowledge of the global education sector and issues affecting young people from disadvantaged groups in the pursuit of quality educational opportunities (desirable?) 	A, I, UT
Qualifications	<ul style="list-style-type: none"> ● University undergraduate degree (or equivalent) 	A
Core Competencies	<ul style="list-style-type: none"> ● Ability to successfully plan short to medium term projects. Forecasts and plans for peaks and troughs in workload, considering how their work and that of the team impact other departments when planning and prioritising work. ● Ability to openly share information with others and facilitate communication within the team and with other stakeholder groups. Ensures feedback translates into action. 	A, I, UT

	<ul style="list-style-type: none"> • Takes personal accountability for service levels for stakeholders and/or suppliers and successfully manages those ongoing relationships with autonomy. • Ability to develop a network that is cross-functional with appropriate communication channels, building rapport and developing trust within those relationships. • Strong interest in UWC's mission and values, and a willingness to engage with issues of relevance to the UWC movement. 	
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***A** = Application Form - **I** = Interview - **UT** = Unseen task - **P** = Presentation - **AC** = Assessment Centre

Safeguarding children and young people

UWC International is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including a Basic Disclosure and Barring Service (DBS) check. The post holder will take an active role in ensuring that we are meeting our safeguarding obligations through attending regular training and following the principles learned at all times.