

Job Title: Legacies Manager
Location: Islington, London (Hybrid)
Reporting to: Head of Philanthropy and Partnerships
Grade: Band 6.1 - 6.3

(£21,104.40 - £22,173 per annum - 0.6 FTE - 21 hours per week), Permanent

(£35,174 - £36,955 per annum, Full Time Equivalent)

Join the Philanthropy and Partnerships Team at Speech and Language UK!

Dream of Making an Impact? For 1.9 million children in the UK, learning to talk and understand words feels like an impossible hurdle. So we give children and young people the skills they need so they aren't left behind, waiting to be understood. As we venture into our transformative five-year strategy, we're on the hunt for passionate individuals to help guide us on this journey.

To deliver our new strategy we have created several exciting new roles, all aimed at embedding a relationship fundraising approach to engaging and inspiring institutional, high net worth and long-term supporters.

Are you keen on creating lasting legacies? Savvy with donor engagement strategies?
Adept at storytelling to inspire generosity?

We're keen to recruit a Legacies Manager who will:

Develop and deliver the charity's first proactive legacy programme, promoting our cause and crafting compelling legacy propositions, establishing and nurturing relationships with legacy givers.

Why Join Us?

- **Be a Pioneer:** Shape our new strategy from the ground up and be part of a team that's set to redefine philanthropy in the UK.
- **Relationships First:** At the heart of our approach to fundraising lies our commitment to meaningful, enduring relationships.
- **Purposeful Impact:** With every initiative, you'll directly contribute to supporting 1.9 million children who struggle with talking and understanding words to have a brighter future.
- **You Matter:** Speech and Language UK promotes well-being, fairness and equality among the people who work with us, respecting and enhancing diversity.
- **Growth & Becoming:** We are committed to cultivating everyone's skills and potential, encouraging professional development through a range of training paths.

Job Description

Job Title: Legacies Manager

Location: Islington, London (Hybrid)

Reporting to: Head of Philanthropy and Partnerships

Job Purpose

The primary purpose of the role is to develop, manage and grow the organisation's legacies portfolio. This includes securing legacies pledges and stewarding donors who have chosen to leave a legacy gift.

Key Objectives

- Develop and implement Legacies operational plans to maximize income in line with agreed targets.
- Lead and manage relationships with legacy supporters to achieve and exceed income targets.
- Provide insight and learning so that the charity can optimize its initiatives both in lifetime-giving and legacy fundraising.

Principle Duties and Responsibilities

1. Legacy Fundraising:

- Achieve/exceed income targets, within agreed expenditure budgets, by securing and stewarding income from legacy supporters.
- Develop and implement strategic plans for legacy fundraising.
- Make direct approaches to potential donors via phone calls, one-to-one meetings, presentations, cultivation, and networking events.
- Build and maintain excellent relationships with a portfolio of actual and potential legacy supporters.

2. Stewardship and Donor Recognition:

- Ensure effective donor recognition and stewardship strategies are in place to encourage long-term commitment.
- Coordinate with other teams to ensure that all donor benefits and recognition activities are delivered effectively.

3. Team Planning and Management:

- Work closely with the Head of Philanthropy and Partnerships and other fundraising colleagues to ensure that all fundraising activities are well-coordinated and contribute towards the overall fundraising strategy.
- Provide training and ongoing support to develop junior members of the fundraising, communications and marketing directorate.

4. Partnership Working:

- Collaborate with colleagues from other departments to increase the likelihood of identifying and maximizing lifetime-giving and legacy giving opportunities.

5. Record Keeping/Monitoring:

- Ensure accurate reconciliation between fundraising and finance records of the team's income and expenditure.
- Keep accurate records of prospects, applications, responses, and follow-ups.

6. General Responsibilities:

- Assist and provide cover for colleagues as directed by your manager.
- Refrain from acting in a manner that in any way endangers yourself, fellow employees, or the public.
- Avoid any behaviour that discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin, or disability.
- Safeguard at all times the confidentiality of information relating to children, staff, and Speech and Language UK's work.
- Abide by all relevant Policies and Procedures.

Speech and Language UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Proven track record in legacy giving. • Demonstrated success in developing and maintaining relationships with legacy supporters. 	
Skills, knowledge and attributes	<ul style="list-style-type: none"> • Strong understanding of relationship fundraising and legacy giving, including the latest trends and opportunities. • Exceptional networking, negotiation, and relationship-building skills. • Ability to create compelling legacy messaging and asks. • Excellent project management skills, with the ability to handle target-driven multi-stakeholders projects. • Strong financial management skills. • Passionate about a career in fundraising • Proficient in MS Office and use of databases 	
Other Factors	<ul style="list-style-type: none"> • Empathy with the aims and strategy of Speech and Language UK and the cause of better communication for children, and the ability to communicate these to others 	