



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Philanthropy Executive – Mid-Level Giving (MLG)	PAY BAND:
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Philanthropy team is a crucial part of the Fundraising and Marketing Directorate and has long played a key role in income generation for The Trust, collectively responsible for raising up to £18m per year in support of our life-changing work for young people across the UK. Collective Philanthropy has a specialist focus on giving groups, including Women Supporting Women, Enterprise Fellowship, and our Mid-Level Giving Programme.	

WHERE YOU WILL FIT

Director of Philanthropy	Senior Head of Major Giving	Philanthropy Manager – MLG	Philanthropy Executive – MLG
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

By supporting the Collective Philanthropy team to maintain donor relationships and raise funds, you will ensure we can continue to support young people across the UK.

This is a key role that will support our Mid-Level Giving (MLG) income streams across the UK, and you will account manage your own portfolio. With the support of the Philanthropy Manager, you will run a dedicated programme for under £25k donations, including stewardship, research, administration, and highly engaging donor communications. You will use donor segmentation and targeted fundraising opportunities to maximise giving, tailor asks to donor interests and maximise place-based and nationwide funding opportunities.

WHAT WILL YOU DO?

- 🌸 Support the Philanthropy Manager to cultivate and steward existing and new mid-level giving supporters helping to secure ongoing support.
- 🌸 Manage a schedule of regular communications and prepare newsletters, reports, and tailored updates to share with donors across the regions and countries.
- 🌸 Work closely with other sub-teams, and prospect research and Individual Giving to uplift donors across products to maximise giving.
- 🌸 Work towards proactively cultivating and managing a personal portfolio of Mid-Level Giving supporters. Lead on research for and writing of 'Impact Reports' for supporters in the MLG donor journey.
- 🌸 Collaborate to ensure consistent stewardship through tailored written communications, bespoke digital assets, and engaging events to enable repeat or uplift giving.
- 🌸 Conduct prospect research, working closely with the team to develop a robust prospecting process for the MLG team, whilst maintaining accurate records on Raiser's Edge.
- 🌸 Build relationships with members of Operations and Delivery Staff across the country, to source and manage information about our programmes, keeping informed of all developments.
- 🌸 Understand the motivations of supporters of The Prince's Trust and analyse them appropriately to inform future stewardship opportunities. Develop and manage a portfolio of case studies and statistics across the UK to support tailored communications for MLG donors and to provide breadth to their support.
- 🌸 Responsible for actively contributing to an equitable, diverse, and inclusive workplace.



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THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Exceptional verbal and written communication skills and the ability to adapt these to suit different individuals and audiences.	You will need to communicate effectively with donors and colleagues.
Demonstrable research, storytelling, writing and editing skills, including attention to detail, proofreading, spelling, and grammar skills.	For engaging and compelling reporting.
Excellent interpersonal and relationship-building skills.	You will build relationships with donors and colleagues.
A collaborative approach: proactivity and initiative to obtain content for written communications from a variety of internal audiences.	Essential for teamwork and gaining content for reports.
Strong organisational skills, with a proven ability to manage multiple projects, deadlines, and stakeholders, as well as act flexibly.	You will have multiple accounts to manage across all regions throughout the year.
Have an interest in the work of the voluntary sector and experience working with volunteers and /or influential individuals.	Both are essential for carrying out the role effectively.
Experience	Why do we need this?
Experience in using e-mail, internet, word-processing, and spreadsheet packages, accurately and with good attention to detail.	Essential for communication and administrative support.
Experienced in producing influential and persuasive prose and maintaining effective verbal communication with individuals at all levels.	Essential for effective fundraising.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in a relevant fundraising, charity or sales and marketing environment.	Experience in these areas would be transferable and beneficial to the role.
Experience in using a charity CRM system such as Raiser's Edge.	Raiser's Edge is the CRM system we use to record and update donor information.
Experience in event and/or project management.	Your role will likely involve project and event management.
Experience in donor segmentation and tailoring comms to donor interest.	To run a streamlined programme.




WHAT DO WE EXPECT FROM YOU?



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OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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Here at The Prince's Trust, we're committed to equality, diversity, and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do. You keep young people and our end goal in mind.</p> <p>You build trust in others by demonstrating reliability. You engage in challenges with optimism and resilience.</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same.</p>	<p>You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate.</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear, and professional. You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively. You listen to others with empathy and sensitivity.</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed. You manage the expectations of others, gaining buy-in where required.</p> <p>You share knowledge and information. You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required. You monitor progress towards milestones, taking actions to ensure deadlines are met.</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate. You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.