



JOB DESCRIPTION

Job title:	Philanthropy Manager
Direct Reports:	None
Reporting to:	Assistant Director & Head of High Value Partnerships
Hours:	35 hours per week (hybrid working available)
Salary:	Pay Band 4 £34,000 - £40,999 per annum dependent upon experience

JOB SUMMARY

The Philanthropy Manager will have overall responsibility for cultivating relationships with philanthropists and High Net Worth Individuals (HNWI) to generate major donations. You will be required to build on the current major donor programme and substantially grow income and other contributions from high-net worth individuals via direct asks and applications to family and corporate trusts. An excellent networker, with experience of making the ask, you will deliver excellent account management and cultivate productive relationships with donors.

Key responsibilities:

- To work with the Assistant Director (High Value) in creating a strategy in line with the aspirations of Haven House's strategy to maximise and grow MD support and HNWI fundraising to support our planned activities.
- To implement rigorous standards of donor care to effectively manage our prospective and existing major donors and attract new donors to the charity.
- To maximise income from Haven House Friends Philanthropy Circle (annual givers) and grow year-on-year.
- To create a portfolio of compelling project asks which can be personalised to ensure new MD supporters are recruited to Haven House.
- To lead on the MD prospect list and to create a rolling two-year programme.
- To ensure appropriate participation by major donors in Haven House events across the IGM income streams.
- To execute a calendar of regular, periodic contact with all Friends and Major Donors whether by personal visits, phone, email, post or any other appropriate mediums
- To work with the Development Officer research and write applications to family trusts and HNWI.
- To work with / politicians/ and other HH influencers to introduce new supporters to Haven House
- To support the Special Events Manager and attend special events to cultivate and steward Major Donors
- To record all donations and correspondence on Raiser's Edge
- To be highly numerate and work to an agreed financial target annually.

- To ensure Gift Aid opportunities are maximised at point of solicitation.
- To adhere to all statutory regulations relating to fundraising (e.g., solicitation statements, commercial participation agreements and use of professional fundraisers). To adhere to best practice in regard to major gift fundraising paying particular attention to The Data Protection Act 1998 and the Institute of Fundraising's Code of Fundraising Practice, Fundraising Regulator and FPS.

General responsibilities:

- To offer flexible support for the work of the organisation generally, as and when required.
- To provide cover for other members of the staff team helping to ensure that the work of Haven House can continue effectively and without interruption.
- To take a flexible approach to new duties and responsibilities as required.
- To work collaboratively with colleagues across the organisation.
- To co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the charity's image and win increased support for its work.
- To maintain confidentiality in all areas of work at Haven House.
- To ensure that your conduct within and outside Haven House does not conflict with professional expectations.
- To take responsibility for your continuing professional development.
- To attend staff meetings and training as required.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance process.

Haven House is committed to Equal Opportunities in Employment and therefore it is our aim to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, and nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

Haven House is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with Haven House to fulfil these obligations, policies and codes of good practice.

Employees must take reasonable care and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Haven House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Employment is subject to receipt of satisfactory references and an enhanced DBS check.

PERSON SPECIFICATION

	Essential	Desirable
A proven track record in major donor fundraising with evidence of securing 5 and 6 figure donations (HNWI and/or Trusts)	X	
Experience of working with senior individuals from both inside and outside the organisation to develop existing relationships and establish new ones	X	
A willingness to promote Haven House to contacts and connections	X	
Exceptional networking skills	X	
Proven ability to manage and prioritise own workload	X	
Focussed, target-orientated and highly motivated	X	
Experience of managing a Friends/Patronage programme/development board/major donor group	X	
Experience of working with volunteers and/or volunteer committees		X
Experience of designing and delivering events for a major gift audience (e.g., dinners, receptions, briefings) including managing an event budget	X	
Experience of using database systems (e.g. Raiser's Edge)	X	
Ability to work flexibly and out-of-hours, including weekends, evenings, when necessary	X	
A commitment to and an understanding of the vision and values of the organisation and its beneficiaries	X	
Ability to write engaging, persuasive and creative copy for reports, letters and presentations	X	
Demonstrable experience of making the 'ask' successfully	X	
Proven ability to prepare and deliver compelling presentations and engage a wide range of audiences in large groups and face-to-face settings		X
Experience of working in a cross-functional team and supporting team members in securing major gifts from corporates and/or foundations		X
Excellent IT and Microsoft Office skills	X	
Access to a car and use of it for work purposes	X	
Member of the Institute of Fundraising		X
A good understanding of charity legislation and its relevance to fundraising best practice	X	
Excellent team player	X	
To have an understanding of Haven House's core values.	X	

Vision

At Haven House our vision is to provide the best possible life for every baby, child and young person with a life-limiting or life-threatening condition and their families, who live in our local communities. Our mission is to deliver the highest quality palliative and holistic care services to babies, children and young people and their families in our local communities. Working in partnership we will deliver these services when needed and in families' preferred place of care.

Values

In partnership with our staff, trustees and service users our core values and behaviours form the framework for how we deliver our services. By making a personal commitment to live by these values every day, as an organisation we can ensure our service continues to meet and exceed these expectations of being;

Respectful

Recognising that everyone is an individual and treating others as they would expect to be treated.

Safe

Creating a positive learning environment and doing everything to ensure our services and environment are as safe as possible.

Compassionate

Showing warmth and empathy in the most difficult of circumstances by creating an environment where our children and families can create lasting memories.

Professional

Acting with integrity and honesty, striving for excellence and being accountable for our actions.