

Individual Role Profile

Title:	Philanthropy Manager
Career Family:	Fundraising – Relationships Team (Philanthropy)
Grade:	4WM
Reports to:	Senior Philanthropy Manager

Summary of Role

The Philanthropy Manager will be a key member of the team, joining at a pivotal time as Centrepont looks to increase income through its major donor giving programme to achieve growth targets in excess of £1.3 million per annum.

This role will work to engage a diverse portfolio of existing high-value supporters with an inspiring donor journey and cultivate relationships with new high-value prospects to contribute to the team's new business target. This role also leads on the communications and stewardship overview for the Philanthropy team.

As an advocate for philanthropy at Centrepont, both externally and internally, an ability to communicate confidently through meetings, presentations and written proposals will be a crucial element of the post's success. Creativity and initiative are essential to the success of this role, as is experience in developing and delivering high-value donor stewardship journeys.

The Philanthropy team is in a period of growth, and the Philanthropy Manager will have a key role and opportunity in shaping the team and driving forward new ways of working and projects. This post will have line-management responsibilities for the Philanthropy Officer, supporting them to meet set objectives and professional development goals.

Key Results Areas/Success Measures

KR 1:	Work with Senior Philanthropy Manager to develop national philanthropy strategy, with a view to secure multi-year commitments and solicit gifts at five and six figure levels from donor portfolio
Success Measure:	Team and personal financial targets are hit, delivering on planned and phased income targets.
KR 2:	Lead on the delivery of the major donor stewardship journey, to ensure that donors understand the impact of their involvement and develop a deeper connection to the cause

Success Measure:	Donor engagement and feedback, uplifted support from warm donors and high retention rates evidenced on pipeline. Providing a tailored supporter journey in alignment with Fundraising strategy.
KR 3:	Work collaboratively with Philanthropy team to pro-actively build and engage new supporter pipelines to increase support for Centrepoin’s work
Success Measure:	Growing and diversifying the supporter portfolio and income stream, and working to move philanthropic prospects through the pipeline
KR 4:	Taking a pro-active approach in contributing to the development of the Philanthropy Growth strategy and incorporating new philanthropic trends into action
Success Measure:	Project managing a growth strand (e.g. Donor Advised Fund, Crypto-fundraising, Family Foundations, Next Generation Giving)
KR 5:	Work collaboratively with the Strategic Liaison Manager within Fundraising and service budget holders to identify appropriate funding opportunities and produce compelling restricted funding proposals and reports aligned with key strategic priorities and needs
Success Measure:	Good working relationships with all directorates across Centrepoin and compelling proposals and funding reports produced which lead to an increase in major gifts
KR 6:	Work collaboratively with other fundraising teams (Individual Giving, Corporate, Trust & Statutory, Events) to uplift support from major donor prospects
Success Measure:	Positive donor engagement and feedback. Increase in major donor referrals from wider fundraising team. Clear processes for smooth transition of supporters onto major donor stewardship journey.
KR 7:	Successfully line manage Philanthropy Officer to meet objectives and contribute to team success
Success Measure:	Effectively manages and supports a motivated Philanthropy Officer to deliver against set objectives and meet professional development goals

Other Tasks/Success Measures

Task 1	Develop strong working relationships and share knowledge/skills with peers across the team and wider organisation
Success measure:	The use of cross team opportunities to maximise supporter experience
Task 2	Be an ambassador and advocate for Centrepoin and its work; sharing inspirational and motivational stories from those who have used our services

Success measure:	Donor retention through creative supporter engagement
Task 3:	Proactively consider what to develop, test, innovate and monitor so that Centrepont provides the very best opportunities and engagement to supporters
Success measure:	Agreed plans and formal evaluation reports which are then used to inform future activity
Task 4:	Proactively use and maximise the potential of the CRM system; using it consistently and ensuring that information is maintained, reviewed and updated
Success measure:	Implementing donor moves management process to monitor donor relationships. Supporter records are an accurate and true reflection of the relationship to date
Task 5:	Role model Centrepont's values; Integrity, Humility, Entrepreneurship, Energy, Accountability and Focus
Success measure:	Examples shared within the appraisal process
Task 6:	To ensure that all activities comply with Centrepont's policies and procedures, the Fundraising Regulator's Code of Conduct and adhere to the latest HMRC rulings on Gift Aid
Success measure:	Maintain a working knowledge or understanding of all relevant legislation applying to data protection and best practice guidelines
Task 8:	Undertake other duties as required that are commensurate with the role.
Success Measure:	Represent the Philanthropy team when required at departmental meetings and deputise for the Senior Philanthropy Manager when necessary

Skills and Knowledge			
Essential	Essential	Preferred	Assessment
Experience in asking and securing major gifts at five figure level	X		A/I
Experience in new business fundraising and building donor pipelines	X		A/I
Knowledge and experience of the major donor solicitation process	X		A/T/I
Experience of engaging, stewarding and developing high value donor relationships	X		A/T/I
Excellent written communication skills	X		A/T/I

Excellent presentation and verbal communication skills	X		A/T/I
Diplomatic, influential and credible at a senior level. Confident, especially in making face-to-face asks.	X		A/T/I
Able to manage workload to meet conflicting deadlines, reprioritising workload as required	X		A/I
Demonstrable experience of developing creative and effective written proposals	X		A/I
Knowledge of fundraising compliance and best practice	X		A/I
An understanding of the importance and value of good data management	X		A/I
Ability, willingness and commitment to role model Centrepont's values of integrity, energy, humility, entrepreneurial, accountable and focused.	X		I
A commitment to equality, diversity and young person engagement	X		I
Competencies			
Essential	Essential	Preferred	Assessment
Acts as a role model by injecting enthusiasm and energy to achieve results and meet targets and objectives.	X		A/I
Identifies areas that need addressing and provides clarity of action in how to respond	X		A/I
Understands that other teams have work pressures and priorities and ensures own team is sympathetic to this.	X		I
Takes responsibility for creating a working environment that encourages equality, diversity, and inclusion.	X		I

Equal Opportunities

All employees have a legal and moral responsibility to ensure that Centrepont's workplace is free from discrimination, harassment and bullying.