



Caring in Bristol

Philanthropy Manager

Job Description and Person Specification Specifics of the role:

Contract: Permanent

Starting salary: £37,065 - £40,410 (depending on experience)

Working Hours: 37.5 per week (30 hours/4 days per week considered)

Leave: 33 days (inclusive of bank holidays)

Responsible to: Head of Trusts and Foundations

Location: Homeworking / St Pauls, Bristol (minimum 2 days in the office each week)

We offer: Flexible working; 5% workplace pension

Job summary

As Philanthropy Manager you will be stewarding high profile Trust and Foundation donors, researching new donors and write compelling applications using detailed case studies compiled by the team. You will be able to shape our new Major Donor programme which has shown early success and is an income stream ready for growth.

How to apply

To apply, please submit a completed application form to recruitment@caringinbristol.org.uk with the subject line: *Your Name - Philanthropy Manager*. The deadline for applications is Monday 20th May at 11.59pm. Interviews will be held on Tuesday 4th June.

For an informal conversation about the role, please email recruitment@caringinbristol.org.uk to request a chat with our Head of Trusts and Foundations. We'd love to hear from you!

Accessibility

If you experience any impairments that we can make any reasonable adjustments for at application or interview stage, let us know or send any queries to recruitment@caringinbristol.org.uk

Who we are

Caring in Bristol's vision is creating a city empowered to solve homelessness. We work in imaginative and creative ways with people experiencing or a risk of homelessness, with the public and with community partners to bring about lasting change in Bristol and beyond.

We are small yet highly ambitious and have significantly expanded our reach over the last three years to fund the work we are passionate about in our city. COVID-19 has transformed the strategies needed to support people at risk of or experiencing homelessness in Bristol, pushing many into precarious housing situations and creating large numbers of newly housed people that could fall back into homelessness. You would be joining us at an exciting time of growth and new projects such as our new Youth Shelter, which is on the same premises as our offices - the chance to see projects in action on a daily basis is a great way to keep up to date.

Our values

Collaboration

We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact.

People first

We value human relations, and the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity.

Focus on the end goal

We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness.

Our approach as an employer

We welcome applications from everyone who meets the requirements of the Person Specification. Due to the nature of our work, we especially encourage applications from people with lived experience of homelessness.

Caring in Bristol is an inclusive workplace that offers flexible working options wherever possible. As an organisation we are committed to actively supporting the wellbeing of our staff, to encourage a healthy life balance.

We believe strongly in equal opportunity, equal treatment and respect for every individual. We know there are some demographics under-represented in our workforce and we are actively seeking ways to create accessible opportunities that expand the diversity of our staff and volunteers.

About the role

As our Philanthropy Manager, you will help deliver Caring in Bristol's income growth by leading the acquisition and management of specific major funder relationships (five/six figure) from grants and foundations. You will also help grow our Major Donor income stream, which is in the early stages and has some good success.

You will identify and lead the creation of high-quality trust and foundation applications, working with the Head of Trusts and Foundations and take responsibility for a portfolio of existing major funders to build relationships, improve funder satisfaction and secure continuity/growth of funding. You will engage with current Major Donors and look at growing income and prospecting for new Major Donors.

More widely, you will be instrumental in delivering a best-practice funder partnership and communication programme at Caring in Bristol, finding innovative ways to create value for funders through reports, webinars, site visits and other means of funder involvement.

You will be an ambassador for the charity, confidently representing the charity to funders and other stakeholders and leveraging your funding relationships to advance Caring in Bristol's reputation and influence.

The Philanthropy Manager will also act as a voice of the funder within the charity, bringing the funder perspective to key aspects of our work such as project/proposition design, monitoring and evaluation and communication, with a view to making Caring in Bristol more sustainably fundable for the future.

In particular, you will work collaboratively with staff in service delivery, income generation and finance to help improve/deliver those aspects of our work that can influence funder acquisition and relationship management.

Main tasks and responsibilities

Income Generation & relationship management:

- To act as the key point of contact at Caring in Bristol for a designated set of existing significant grant funders, proactively and independently managing their needs to ensure funding continuity.
- Holding the relationship with funders through the application and any subsequent grant process, ensuring their giving interests and objectives are represented in internal work
- To proactively secure new funding – through the timely research and completion of high quality grant applications – ensuring funding growth and sustainability in line with service goals, income targets and charity strategy.
- Monitor and nurture the trust and foundation ‘market’, spotting and opening application opportunities and feeding back relevant insight to the charity.
- Working with the Head of Trusts and Foundations to lead on end-to-end securing of large/multi-partner grants in allocated areas.
- Prepare and submit well-written, compelling, and complete funding applications of the highest standard to a diverse range of funders
- To create high-quality reports, webinars and other communications and forums for funders which exceed funder expectations.
- To integrate effectively with the service delivery team, being seen as a source of funding expertise and support, helping build fundable services, robust cases for funding and funder development activities that support sustainable growth.
- To work closely with service delivery teams to develop their roles and presence in funder relationships.
- To play an active role in the development of processes to improve impact reporting.
- To lead the development and updating of database and reporting systems which provide accurate, timely information, and further develop the analytical approach to data and segmentation of data sets.
- To assist with the delivery of new fundraising work and events that build our profile and extend our supporter base
- Ensure that all required fundraising reporting is delivered to the highest standards.
- Working with the Income Generation function of the organisation, develop an approach to Major Donor fundraising with stewardship plans and an engagement programme devised.
- Build on current Major Donor relationships and look to grow this income stream with support from the wider team.

Organisational relationships & management

- To establish productive relationships with the Senior Management Team.
- Effectively contribute to the strategic direction of the team and other organisational strategic spaces, as appropriate.
- Develop an effective working relationship with the Head of Trusts and Foundations
- Support the further development of effective cross organisational work
- To attend events as a representative of Caring in Bristol as required
- Recruit and manage volunteers where necessary, aligned to fundraising

Organisational Development

- Work closely with the wider charity to develop our research and evaluation capabilities to support trust and foundation relationships
- Working with the Head of Trusts and Foundations, devise expenditure budgets and income targets annually, with regular reforecasting.
- Contribute to developing and implementing a fundraising strategy in line with strategic priorities.

Other Responsibilities

- Promote the aims and objectives of the Charity and present a positive image of it through good public relations, communications with visitors, young people, guests, people who use our services and the local community.
- To follow organisational policies and procedures and observe the Code of Conduct;
- To actively participate in and attend supervisions, annual appraisal processes and identified training;
- To actively support our general fundraising, social media and marketing.
- Keeping informed of key developments within the sector.

Essential skills and experience

We expect you to meet most of these criteria, however, we don't expect you to meet every point and welcome applications where skills have come from a mix of areas.

- A proven track record of securing funding and building long-term external partnerships, gained through experience in charity, not-for-profit or social enterprise/startup settings.
- A partnership mind-set and relationship development skills, with the ability to achieve beneficial outcomes for all parties.
- A proven track record of securing and developing five/six figure charity funder or commercial relationships in a related role.
- Experience of managing processes and procedures for funding applications including researching and time tabling applications.
- Experience of managing significant funder relationships with an acute attention-to-detail - e.g. in reporting, budgeting and administration
- The ability to work under your own steam towards set goals and have a keen eye for funding or other opportunities, with a track record of creating value on your own initiative.
- An excellent communicator both written and verbally with an eye for detail. You will be an adept copywriter with the ability to compel your audience to support the organisation
- Experience in researching within trusts and foundations, matching grant givers with the organisation and projects.
- The ability to understand complex budgets.
- You will have demonstrable organisational skills, able to prioritise and to work to deadlines
- A demonstrable ability to listen well and tailor your approach to create rapport and influence.
- Experience in the use of a CRM system, preferably Donorfy

Values and behaviours

- Personally committed to Caring in Bristol's vision and values and collaboration-focussed method of work.
- Committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from the team and members of the community on your behaviour and work.
- Brings ideas for improvements and is open and honest in all communications where relevant and appropriate.
- Awareness of your own needs: the homelessness sector can be challenging - you will be good at knowing your limits under pressure and will be confident to ask for help when you need it. You will receive support from your team, and we are keen to nurture an environment where no-one feels worried about asking for help or support when they need it.
- Resilience working under pressure, ability, and willingness to both give and take constructive feedback.

- Willingness to work the odd evening or weekend as needed, with a flexible working policy.
- Growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds to you.
- Willing to develop emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow.
- A passion to change Bristol for the better.