

Job description

Job title: Philanthropy Manager

Reports to: Director of Fundraising and Communications

Salary: £38,000 plus benefits

Contract: Permanent, full time 35 hours a week

About us:

The Cardinal Hume Centre works to prevent and tackle youth and family homelessness. We:

- Provide a home with support for up to 39 young people
- Support children and families in housing or other need
- Offer housing and welfare rights advice to help people keep or find a stable home and to manage their money
- Advise and coach people to find work, learning or training
- Provide immigration advice to help people secure their legal right to remain in the UK to access homes, work and benefits.

Last year we helped over 1,350 people including nearly 550 families and over 280 children and young people, aiming to break the cycle of homelessness and poverty from a young age. Our approach is personalised, acknowledging the unique complexities of each individual through six key services: residential; family support, legal advice, employment, education and immigration advocacy.

The Centre is based within five minutes' walk from Parliament but works in an area where homelessness in nearly all its forms has increased. Around 3,600 children from Westminster are housed in temporary accommodation. Over 25% of children live in poverty. Families face unaffordable housing costs, a challenging labour market and rising levels of crime.

With an annual income in the region of £3.5 million, the Centre currently employs around 65 dedicated members of staff and around 45 volunteers.

Team context:

This role reports to the Director of Fundraising and Communications, who oversees an income budget of nearly £2.5m. There are 10 members of the team in total, across the income streams of Individual Giving, Major Donors, Trusts and Foundations, Corporate Partnerships, Community, Legacies; we have a manager of our Charity Shop based within our site footprint and one Communications and Content Officer.

The Major Donor or Philanthropy Budget is £550k for 2024/25, with ambitions to grow over the next couple of years. We are fortunate to have a committed donor base, with some fundraising volunteers supporting through peer-to-peer fundraising.

About the role:

The overall purpose of this role is to maximise income secured from Major Gifts and to work with the Director of Fundraising on the strategic development of Philanthropic Giving at the Centre. And to:

1. Manage existing philanthropic donor relationships (many of whom are close to us and motivated by our founder), working closely with the Director of Fundraising and Chief Executive.
2. Build on existing pipeline of Philanthropic Gifts, working with Individual Giving Manager to uplift existing mid-level givers and through prospect research engage new donors.
3. Develop a Philanthropic fundraising campaign to uplift income for the Centre's 40th Anniversary through 2026, working with the Director of Fundraising.

Accountabilities:

1. Drive delivery of the £550k budget for the Major Donor income stream through rigorous pipeline management.
2. Responsible for the stewardship and engagement programme of around 50 philanthropic donors who give over £5k and up to £100k, working closely with the Fundraising Director and the Chief Executive.
3. Responsible for managing the Big Give matched funding campaigns for the Centre twice per year (June/December).

Job description:

1. Build relationships with Major Donors to understand their motivations to support and how they prefer to be involved with the Centre.
2. Manage the Major Donor pipeline, providing monthly management information to inform donor strategies and income forecasting.
3. Maintain donor records accurately on the CRM/database, in line with GDPR, PECR and the Centre's privacy policy; update the income forecasting and Major Donor action list.
4. Follow up agreed actions with Senior Management colleagues and progress donor solicitations through to receipt of gifts.
5. Research potential prospects and cultivate a philanthropic prospect list, including working with the IG Manager on plans for uplifting existing Mid-Level Givers.
6. Manage the Big Give Campaign including recruiting early/champion pledgers and working with our matched funding partner The Childhood Trust and liaising with the IG Manager.

7. Deliver an active stewardship programme, setting out donor journeys that will deepen engagement and longevity of the relationship with the Centre and our work; providing timely and personalised correspondence for supporters who make Major Gifts.
8. Write compelling funding proposals for Major Donors to secure uplift gifts and multi-year pledges of support.
9. Collaborate with the Fundraising Team in the development of fundraising campaigns.

Person specification

Essential:

1. Experience in successfully securing Philanthropic Gifts from Individuals
2. Experience of identifying opportunities and reaching out to new prospects
3. Strong IT skills and ability to use CRM/Donor database
4. Proven experience of delivering excellent donor care and stewardship to encourage loyalty and secure gifts
5. Excellent organisational and time management skills, with the ability to plan, prioritise and work to meet concurrent deadlines
6. Evidence of an ability to write clear, jargon-free, and inspiring copy that wins hearts and persuades minds to give generously to the Cardinal Hume Centre.
7. Ability to present budget information in funding proposals.
8. Ability to build rapport and influence internal and external stakeholders, inspiring and encouraging opportunities for support.
9. Ability to work as part of a team and build professional, productive relationships across the organisation.
10. A commitment to the Centre's mission, values and behaviours; a strong belief in the value of every individual.

Desirable:

1. Experience of working in a charity or organisation working with vulnerable people
2. General knowledge and awareness of the issues around youth and family homelessness
3. Understanding of the motivation of faith-based donors
4. Experience in organising engagement and stewardship events.

Our people - we believe each person matters:

Our clients

Our clients guide everything we do. We're here to help children, families and young people experiencing or at risk of homelessness, or clients who have urgent needs that can be met at the Centre and not elsewhere.

We value every person; this is central to our work

We seek to develop trusting relationships with our clients. We rely on them to help us improve and develop our services so we include them wherever possible in our work.

Our staff and volunteers

Our staff and volunteers are diverse in their backgrounds, and their skills and experience. Many have lived experience of the challenges our clients face. We are proud of our warm welcome and our team's commitment to support people facing disadvantage to escape the cycle of poverty and homelessness.

The Centre's [website](#) has more about our work including our [approach](#), our [plans](#) and our [values](#) and behaviours.