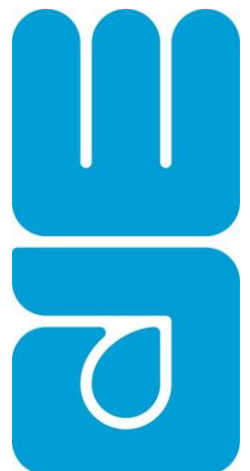


Philanthropy Manager

Job description



WaterAid/Ernest Randriamalala



WaterAid

We are WaterAid



Our vision is a world where everyone everywhere has access to safe water, sanitation and hygiene.

Our mission

Transform lives through sustainable and safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid - who we are, what we do and how we do it.

Respect. We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

Accountability. We are accountable to those whose lives we hope to see transformed, to those we work with and to those who support us.

Courage. We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

Collaboration. We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

Innovation. We are creative and agile, always learning, and prepared to take risks to accelerate change.

Integrity. We act with honesty and conviction and our actions are consistent with openness, equality and human rights.



About the role



Job purpose

This role exists to develop and manage some of the organisation's most important philanthropic relationships. Our plans are ambitious, and the role builds on growing success and momentum to achieve significant income growth and collaboration over the next five years.

We are looking for someone with the ability and proven track record of soliciting major gifts at the highest levels. We recognise that philanthropists can be part of the solution and so this job needs a creative thinker, someone who is tenacious and innovative.

You will inspire others with a vision and be proactive in driving new business in support of that vision. You will also be able to implement the most effective donor stewardship opportunities to ensure that supports don't just give once but keep on giving.

Team description

The Fundraising and Communications Directorate at WaterAid is ambitious, dynamic and rewarding. This post will be based within Strategic Partnerships, part of the WaterAid UK Communications & Fundraising Directorate.

The Philanthropy & Trusts (P&T) Team is one of five teams within Strategic Partnerships, the other teams include WaterAid's relationships with the private sector, our keystone relationships with the UK water companies and our presence in Scotland and Northern Ireland.

The P&T Team raises circa £6.5 m per year from philanthropists, trusts and foundations. The audience is individual philanthropists (gifts between £10k and £1m+ per annum), and trusts and foundations (grants between £5k and 600k per annum).

Terms of appointment



Place of work:	20 Canada Square, Canary Wharf, London, E14 5NN We support and enjoy a hybrid working environment. A minimum of 40% of working time is spent face to face, either in London office, for coordination, collaboration and connectivity across the team, or as a result of external engagement or travel for WaterAid.
Pay band:	Grade 5
Salary:	£39,358 with excellent benefits
Contract type:	Permanent, full time
Reports to:	Senior Philanthropy Manager
Manages:	N/A
Budget responsibility:	N/A
Travel:	There may be some limited travel within the UK and overseas.

Accountabilities

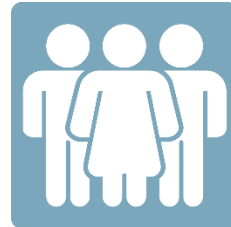


- Pro-actively build relationships with new donors with a propensity to give a minimum of £10k per annum. This includes cultivation opportunities such as events, supporter visits and networking where you represent WaterAid.
- Implement the highest standards of donor stewardship to effectively manage a portfolio of prospective philanthropists.
- Proactively solicit donations and manage long-term relationships at events and meetings, through networking and on supporter visits to developing countries.
- Build excellent external working relationships at all levels with philanthropists, their staff, and networks to directly influence their decisions.
- Develop and implement creative solicitation plans to maximise donor engagement and income, delivering against a £450k+ personal income target which is made up of existing and new business prospects.
- Research, develop and write high quality funding proposals, appeal letters and reports, personalised to your donors. Secure grants for unrestricted funds and complex restricted funding projects tailored to donor requirements.
- Develop an excellent knowledge of WaterAid's work, liaise with colleagues to prepare and present high-quality information such as tailored presentations and proposals for the donor. This includes working closely with country programme colleagues, the grant unit, Trustees and Directors as appropriate.
- Help develop cross-selling opportunities with other teams in WaterAid, to maximise major donor prospects and new relationships.
- Maintain an awareness of philanthropy trends, news, events and legislation in the UK and – where appropriate – overseas.

Team

- Use the CRM database in compliance with data protection to manage your workload and analyse donor performance.
- Contribute to the development and implementation of a rolling three-year philanthropy strategy and operational plan, including forecasting income targets.
- Support the Philanthropy & Events Manager to co-ordinate and run events for high net worth individuals where needed, to provide the best opportunities for senior prospects and supporters to connect with WaterAid.
- Anything which the Senior Philanthropy Manager deems important to the team's overall growth and success.

Person specification



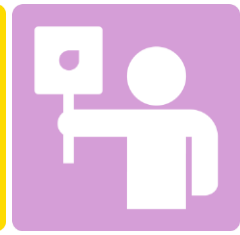
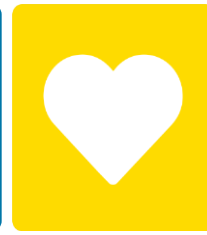
Essential skills

- Degree level qualification OR equivalent work experience in relevant areas
- Proven track record of executing a new business strategy to build relationships to secure grants at six figure level from philanthropists.
- Proven ability to build and manage a major gift income stream, maximising the value of existing and prospective supporters as part of a clear strategic plan.
- Ability to understand diverse donor motivations and deliver a bespoke relationship to meet these.
- Demonstrable skill in adapting written and verbal communications for a philanthropy audience.
- Excellent face to face, interpersonal, negotiating and persuasive skills.
- A positive attitude to your work, coupled with tenacity and a pro-active approach in seeking new business opportunities.
- Confidence in working with senior stakeholders internally and externally, using tact and diplomacy.
- Experience of bespoke proposal and report writing for a philanthropy audience.
- Excellent numeracy and attention to detail, ability to analyse and prepare budgets, forecast donor income and report on results.
- Experience of managing the complexities of restricted income projects.
- Good analytical skills and the ability to identify, segment and prioritise prospective donors.
- Organised and methodical approach to plan and deliver against a varied workload, managing competing priorities under your own initiative and to strict deadlines.
- Willingness to work unsocial hours when required.
- Willingness to travel overseas on donor project visits where appropriate. Estimated at one visit per year, lasting one week.
- Passion for international development and commitment to WaterAid's stated values and a working style that reflects these.

Desirable skills

- Experience of working in an international organisation.
- Experience in developing and executing a new business prospecting strategy.
- Experience of using the Microsoft Dynamics relationship database (or equivalent CRM).
- Experience of maximising opportunities with philanthropists from fundraising boards and volunteer committees, providing the highest quality of support to board members to facilitate their peer to peer fundraising approaches.

Our commitments



Our People Promise

We will work with passion and focus to ensure safe and sustainable water, toilets and hygiene are available to everyone, everywhere. WaterAid is a place of purpose – where people have a real commitment and shared responsibility for the impact we have. We are a global community with diverse backgrounds and perspectives, motivated by inspiring, stimulating work. We are determined to put the wellbeing of our people first, to be a place where people feel safe and able to contribute their voice and truly live our values.

Equal opportunities

We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

Safeguarding

We are also committed to protecting everyone we come into contact with. We have a zero tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks).

Wherever you work in WaterAid and whatever job you do, you'll be joining a global network helping people change their own lives with clean water, decent toilets and good hygiene.



WaterAid, 6th Floor, 20 Canada Square, London, E14 5NN

Registered charity numbers:
288701 (England and Wales) and
SCO39479 (Scotland)
Company number: 1787329

