



Children's Hospices Across Scotland

JOB DESCRIPTION – PHILANTHROPY MANAGER

Job Details

Job Title – Philanthropy Manager

Location – Any CHAS site

Responsible to – Senior Philanthropy and Trusts Manager

Salary – Enabling Care Level G

Job Purpose

As a member of the Partnerships and Philanthropy team, you will make sure we capitalise on our compelling case for support and strong prospect pool to attract, cultivate and retain philanthropic supporters.

Working with members across the Fundraising and Communications team you will be instrumental in the recruitment and stewardship of high-level supporters who will help us expand our networks and further our fundraising propositions.

Main Tasks

- Philanthropy Strategy Development
- Team Working
- Resource Management
- Research and Administration
- Risk Management

Job Activities

Philanthropy Strategy Development

- Responsible for leading the development and delivery of the Philanthropy Strategy Development
- Responsible for developing and delivering engagement, cultivation and stewardship strategies.
- Manage and develop own portfolio of donors, building a caseload of potential supporters, taking initiative and driving forward communications to engage and secure donations for CHAS's work

- Collaborate with peers across the Income Generation and Engagement Directorate to identify potential major donors and implement plans to develop these relationships
- Develop strategic, two-way relationships with key donors and their relationship leads, asking them at the right time for high level financial support and providing them with the highest level of supporter care and stewardship
- Offer bespoke communication and presentation of CHAS's work to potential and existing major donors ranging from short concise descriptions of projects, to in-depth analytical explanations of CHAS's work.
- Work with the Philanthropy Executive to build a Philanthropy prospect pipeline
- Work in partnership with the wider fundraising teams to provide excellent supporter care
- Work with Philanthropy Executive to create bespoke high level events for all donors ranging from receptions, CHAS strategy discussions and intimate dinners
- Actively support CHAS's annual and long term strategic plan in conjunction with Senior Philanthropy and Trusts Manager
- Monitors, evaluates and reviews, with the Senior Philanthropy and Trusts Manager, the Philanthropy Strategy and annual major donor budgets, assessing ongoing performance, proactively managing risks and providing accurate reporting.

Team Working

- Line manage Senior Philanthropy Executive, providing support, development, direction and recognition
- Works closely with Partnerships and Philanthropy Managers to ensure cross team working is maximised for the benefit of supporters
- Build strong effective working relationships with others across the organisation to prepare and develop a Philanthropy "case for support"
- Support the Head of Partnerships and Philanthropy and Senior Philanthropy and Trusts Manager to build relationships with senior volunteers to gain their support. and to ensure the best use of networks and contacts
- Alongside Senior Philanthropy and Trusts Manager to encourage major gift awareness across the organization, sharing strategic aims and objectives
- Develop strong relationships with the Care Team, involving them in meetings with donors where appropriate to strengthen those relationships and engage them further

Resource Management

- Support the development of annual team operational programme plans and budgets with agreed targets.
- Support Senior Philanthropy and Trusts Manager in accurately

forecasting philanthropy income for each financial year, and be responsible for own financial monitoring and targeting and contributing to planning and forecasting as necessary

Research and Administration

- Responsible for leading research with Philanthropy Executive into potential major donors and for coordinating wider prospect research
- Works with the CRM database team to ensure effective and thorough data management system is in place to track and record communications with major donors
- Manage and maintain an accurate and up-to-date donor database through Raisers Edge that underpins the effective administration of the strategy, conforming to GDPR and CHAS Information Governance Policy
- In-line with appropriate legislation and CHAS financial procedures, maintains the systems of management when dealing with supporter donations, ensuring this is accurately recorded
- In-line with organisational procedures, monitors and records annual leave, sick leave, TOIL and expenses for staff.

Health and Safety

- Responsible for coaching staff, adhering to and monitoring compliance with the CHAS Health and Safety Management Policy and associated procedures and co-operating with CHAS in complying with its legal duties

Information Governance

- Responsible for coaching staff, adhering to and monitoring compliance with the CHAS Information Governance Framework and associated policies and co-operating with CHAS in complying with its legal duties

Risk Management

- Responsible for adhering to GDPR data protection regulations in relation to sensitive personal stakeholder information
- The post holder is responsible for the monitoring and prevention of operational day to day business risks arising within their area of responsibility, ensuring that the appropriate risk register is maintained and reported in line with the organisation's framework for Risk Management

Dimensions

Financial

- Holds a delegated budget and is responsible for the ownership, development and management of the Philanthropy strategy
- Frequently responsible for handling incoming donation

Staff/Volunteers

- Directly manages the Senior Philanthropy Executive

Knowledge, Skills, Experience

To be successful in this role, you will have skill and experience in the following areas:

- Experience of relationship fundraising, building and sustaining successful relationships
- Experience of managing income and expenditure budgets effectively
- Exceptional communication and interpersonal abilities.
- Familiarity with the philanthropic sector and expertise in fundraising strategies.
- Excellent verbal, interpersonal and written skills with great attention to detail, and an ability to adapt your style according to the audience.
- Managing a diverse workload with multiple deadlines, deliverables and stakeholders.

Decisions and Communications

Decisions

- Works with a high degree of autonomy within the agreed management structure of CHAS
- Makes day-to-day and longer-term decisions regarding the monitoring and controlling of the Philanthropy budget
- On a day-to-day basis, directly manages the work of one direct report and project manages a series of ongoing activities, handling several tasks simultaneously
- Helps shape aims and objectives for the wider Income Generation and Engagement where relevant

Communications

- On a daily basis, communicates information to the Head of Partnerships and Philanthropy, Philanthropy and Partnerships Team Managers, Chief Executive, Senior Management Team, the CHAS Board, existing and potential supporters, the media and sector, professional and umbrella bodies
- Regularly presents fundraising information, relating to specific restricted fundraising projects, to high level individuals
- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties



Children's Hospices Across Scotland

PERSON SPECIFICATION – INSERT JOB TITLE

Education, Qualifications, and Training

Desirable

- Degree qualified or equivalent
- Recognised Fundraising qualification

Method of Assessment – Application Form

Skills, Abilities, and Knowledge

Essential

- Experience of relationship fundraising, building and sustaining successful relationships
- Proven track record of securing 5 figure+ gifts/income
- Knowledge of major donor fundraising or similar account management and best practice
- Proven experience of managing donor engagement and cultivation strategies
- Excellent project management and organisational skills
- Experience of good stewardship/ key account management practices
- Excellent interpersonal skills and networking skills
- Evidence of advanced level of communication skills, being able to represent the interests of the organisation at all levels and positively influence internal and external contacts
- Excellent verbal communication skills with the ability to talk confidently over the phone and at meetings. Has a professional and confident approach when dealing with high level individuals and can maintain confidentiality as required
- Strong IT skills with a working knowledge of Microsoft Office or similar packages

Desirable

- None

Method of Assessment – Application Form and Interview

Experience

Essential

- Experience of managing income and expenditure budgets effectively

- Experience of developing and leading projects within an organisation
- Experience of line management
- Demonstrable experience of managing the human, physical and financial resources of multiple projects
- Knowledge of the UK voluntary sector, preferably medical or care charities
- Knowledge of Raiser's Edge or other customer relationship management database

Desirable

- None

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Acts with integrity
- Ability to work as part of a team
- Reliable and self-motivated
- Commitment to ongoing learning and development
- A fundraising or marketing qualification

Method of Assessment – Interview

Other Requirements

Essential

- Willingness to travel between CHAS sites
- Full driving licence and access to a car

Method of Assessment – Application Form and Interview