



The Brilliant Club

Recruitment Pack

Philanthropy Manager

(Part Time)

September 2024



Registered Limited Company: 07986971

Registered Charity: 1147771 (England and Wales), SC048774 (Scotland)

Registered Office: Fivefields, 8-10 Grosvenor Gardens, London, SW1W 0DH

Philanthropy Manager (Part Time)

Start Date: As soon as possible

Salary: £40,409-£42,454 based on experience (plus £2,000 London weighting for those living in London and within the M25). Pro rata based on 0.6FTE - 0.8FTE.

Contract Type: Fixed term for 12 months, part time. We would be open to considering candidates who would like to work between 0.6FTE – 0.8FTE (between 3-4 days a week / 22.5 hours – 30 hours per week). We are happy to discuss flexible working options with you.

About the role

We are excited to be recruiting a Philanthropy Manager to join our Fundraising Team. This is a new role which will be instrumental in setting us up well to grow income from major donors over the coming years. We are looking for an experienced major donor fundraiser, who can bring their skills and expertise to take this strand of fundraising to the next level. The role is being recruited on a fixed term basis, with a possibility to convert it to a permanent post after 12 months, subject to performance.

The Philanthropy Manager will build relationships and secure funding from high-net-worth individuals, working closely with the Director of Philanthropy, CEO, and a newly established fundraising committee to develop this area of fundraising. This will involve developing new events and stewardship opportunities to create engaging experiences for prospective and existing supporters. The post will report into the Director of Philanthropy.

This role can be based at any of our four Brilliant Club offices, located in London, Birmingham, Leeds and Cardiff. We expect some travel will be required (mainly to London) for events and to attend in-person meetings.

About you

The role will best suit someone who:

- Has a track record of building funder relationships and securing income from major donors, ideally in the education or social mobility sector
- Has experience of developing successful funding projects and bids
- Thrives on organising high quality stewardship events and bringing people together
- Is comfortable working with senior stakeholders, including high-net worth individuals, Trustees and senior leaders
- Has a demonstrable passion for furthering The Brilliant Club's mission
- Is able to adhere to information security policies included in the charity's ISO 27001 manual and complete information security training



About The Brilliant Club

What we do

Access to higher education and the life-changing opportunities that come from attending the most competitive universities is not equal. Just 2 in 100 of the most disadvantaged students progress to the most competitive universities, compared to 28 in 100 of the most advantaged. We think this is fundamentally unfair. We work across the UK to support less advantaged students to access the most competitive universities, and to succeed when they get there.

Our five-year strategy, Join the Club, runs from 2021 to 2026, and focuses on three key areas: access, success and communities. By empowering young people from diverse backgrounds to access and succeed at the most competitive universities and, subsequently, careers, we can not only benefit their own life chances, but also have a real impact on their communities and society.

We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

Working for us

- Hours: Part time. Between 22.5 hours per week (0.6FTE) and 30 hours per week (0.8FTE). Flexible working with 10am – 3pm core hours, some evenings and weekends required.
- Benefits include: 36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days (holiday allowance would be pro rata for 0.6FTE or 0.8FTE depending on part time working hours), employer contribution to pension, interest-free season ticket loan, five professional development day allowance, BUPA health cover cash plan.
- We're happy to talk flexible working. We have offices in Birmingham, Cardiff, Leeds and London.
- After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least one day per week. In your first month, we'll ask you to be in offices a little more regularly than this to make sure you're getting to know your key colleagues and feeling connected to the organisation.

Our values

The Brilliant Club has three core values that underpin how we work. We look for people who share these values:

- We get to a solution
- We seek and act on the best data available
- We understand that little things go a long way



“As the first in my family to go to university and having worked as a teacher in a state school, I applied to join The Brilliant Club with a real passion for the charity’s mission. I am grateful every day that I work at a charity that is supportive of both professional development and flexible working, as well as being full of kind and passionate colleagues.”

Leanne, Chief Operating Officer

Diversity at The Brilliant Club

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there. We think it is important that our charity reflects the lived experience of the communities we work with, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian, and Minority Ethnic, Lesbian, Gay, Bi, Trans, Non-binary (LGBTQ+) candidates, and candidates from low-income families.



“I am the Equality, Diversity and Inclusion Staff Engagement Lead at The Brilliant Club. My role is to help make the charity an inclusive working environment for all of our colleagues. I work with our amazing [affinity groups](#) and colleagues in HR to ensure everyone at the charity has a sense of belonging.”

Keasha – Equality, Diversity and Inclusion Staff Engagement Lead

Safeguarding

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the charity from harm. The safety and welfare of everyone affected by the charity's activities, especially children, is a key governance priority.

As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.



Responsibilities

- Leading on developing relationships and securing income from major donors:
 - Generate leads through research, network mapping with key stakeholders, and event attendance.
 - Strengthen our approach to prospect research and upskill others in the team to do this well.
 - Work closely with the CEO and senior leadership to cultivate relationships and lead on moves management.
 - Work closely with team members across the organisation to develop engaging funding projects and secure gifts up to six figures.
 - Collaborate with other organisations to secure funding for joint projects.
- Create engaging cultivation and stewardship events for major donors and other philanthropic supporters:
 - Lead on developing an engaging events offer, with input from the fundraising committee and charity's leadership.
 - Oversee the event management, with support from other team members.
- Steward existing supporters and secure renewed support:
 - Create engaging stewardship plans for a portfolio of existing supporters.
 - Create and deliver supporter experiences, including programme visits.
- Fundraising governance and best practice:
 - Provide regular updates on fundraising progress, escalate risks and recommend mitigations to ensure that the fundraising target is met.
 - Maintain awareness of the fundraising regulatory environment and trends, as well as data protection.
 - Support colleagues to build an understanding of major donor fundraising by sharing your expertise and knowledge.
- Across the charity we all pitch in to help different teams and areas of work. This may mean you attend and support with the delivery of other teams' activities and events. From time to time, you may also work with another team for a fixed period of time or collaborate on a project to ensure we deliver for the young people we serve. We think this is a good way to gain experiences in different areas of the organisation and enhance your professional skills.

Person specification

External Stakeholder Knowledge and Management:

- Thrives on developing strong and trusted relationships, and is able to drive these forward towards a positive outcome for the charity.
- Takes a proactive and tenacious approach to cultivate relationships.
- Able to represent the needs of external stakeholders in internal discussions and balance with the needs of the charity.
- Takes ownership for learning about stakeholders outside of immediate remit.

Time and Resource Management:

- Able to manage multiple workstreams and prioritise own time and that of others effectively, including when working with senior colleagues.
- Able to manage organisational projects, with appropriate time and resource input.
- Role models personal efficiency and supports others to be more efficient.

Communication:

- Excellent ability to ensure communications consistently have the desired impact, helping the audience to think, feel or do what was intended.
- Confidently adapts content, tone and delivery of written and oral communications to the needs of the audience and is aware of their impact.
- Evaluates the quality of communications within the charity and with external stakeholders.
- Makes sound, nuanced judgments about how, when and whether to communicate difficult or sensitive messages.

Initiative and Problem-solving:

- Approaches issues with flexibility and an understanding of the wider external context
- Responds quickly to solve problems that arise, seeking input and buy-in from relevant colleagues and stakeholders and understands that little things matter.
- Learns from examples across the charity and externally, identifying opportunities to improve risk management and solve problems efficiently.
- Leverages digital tools and online resources to solve problems, troubleshoot common issues, and learn new skills independently.
- Understands the interdependencies between different parts of the charity's work, and the implications for risk management.

Developing Self and Others:

- Committed to personal development and building professional skills.
- Understands the range of strengths and weaknesses in the charity, with clear focus on how own skills and development areas fit into the bigger picture.
- Shares learning and experience with the charity and wider sector and seeks to engage with and share best practice.

What comes next

To apply: Please submit your application by clicking [here](#). As part of your application, you will be asked to submit your CV and complete the answers to some application questions.

Deadline: 9am on 30th September

Interviews: 1st round on 8th October and 2nd round on 15th October, online.

For more information: Visit our [website](#) or email recruitment@thebrilliantclub.org

Our Year in Numbers

