Job Description

Job title: Philanthropy Manager

Directorate:	Income & Engagement	**Team / Function:**	Philanthropy and Partnerships
People Manager?:	Yes	**Direct Reports:**	Philanthropy and Partnerships Officer
Size of team:	Mgt team: 3 Overall team: 10	**Grade:**	G

About the Job:

Job Summary

As our Philanthropy Manager, you will play a key role in generating philanthropic funding to ensure Pancreatic Cancer UK can deliver its strategy to double survival rates of pancreatic cancer. You'll have the ability to work hands-on to maximise income and ensure that high net worth individuals are engaged and inspired to support PCUK.

Working closely with the Philanthropy Lead, you will play a key role in driving major donor pipeline development with a focus on new business and identifying new donors using a variety of methods. You will also provide excellent stewardship to a portfolio of donors and prospects and be comfortable communicating with a variety of stakeholders.

You will line manage the Philanthropy & Partnerships Officer, providing guidance and support to ensure the wider team operates effectively and delivers against objectives.

This role requires the post-holder to be proactive, able to manage sensitive personal information and be motivated by building lasting, meaningful donor relationships.

Main responsibilities

1. Manage a portfolio of major donors and high-value supporters, providing an outstanding supporter experience and maximising the impact of their support.
2. Grow the major donor pipeline, building key, trusting relationships and securing gifts personally towards our key research, services and influencing work.

3. Line manages the Philanthropy & Partnerships Officer, providing support, guidance and development to enable them to deliver excellent stewardship and forge new relationships with our supporters.
4. Identify and research new philanthropic prospects using a variety of research methods and working closely with fellow team members to realise opportunities.
5. Lead on the development of the mid-value programme to generate sustainable income
6. Cultivate and steward donors as appropriate, including phone calls, meetings, presentations, cultivation events and networking
7. Ensure exceptional donor stewardship with tailored communications and reporting
8. Ensure effective data management and tracking of portfolios to ensure supporters are moving through the donor life cycle.
9. Manage individual KPIs and contribute towards the delivery of team KPIs, as appropriate
10. Engaging with the latest trends in major donor fundraising and using insights to actively problem solve and introduce new ideas to bring donors closer to our work.
11. Please note that job descriptions cannot be exhaustive, and all employees may be required to undertake other duties, which are broadly in line with the above key responsibilities
12. To manage and ensure that your team's welfare, wellbeing, development and performance are being managed well. To deal with employee related issues as and when they occur in the team. To ensure that 1-2-1s are carried out, that feedback which either recognises good performance or addresses poor performance is given and that you cultivate a positive and productive environment of inclusion, safety, collaboration and harmony.

Other things to note about this role are:

• Will be required to meet with donors in central London and across the UK • May need to work the occasional late night or weekend for events. TOIL (Time off in lieu is available) • Some travel may be required to attend donor meetings, including some overnight stays

Person Specification

About you:

To be successful in this role you will need the following:

Qualifications & Experience		D	E
1.	Experience of securing philanthropic gifts		x
2.	Experience in managing relationships with high-value supporters		x
3.	Experience of research and building a donor pipeline		x
4.	Experience of line management and supporting the professional development of team members	x	
Skills & Abilities		**D**	**E**
1.	Strong communication skills (verbal and written) with the ability to build relationships and rapport with others.		x
2.	Excellent interpersonal skills; with the ability to tailor your approach to suit different audiences (internal and external)		x
3.	The ability to respond quickly to changing demands and demonstrate strong skills in prioritisation and time management		x
4.	Experience using data analysis tools to guide or input into strategies/approaches for high value fundraising	x	
5.	Excellent understanding of data protection legislation and how it applies to high value fundraising in practice		x
Personal Qualities & Attributes		**D**	**E**
1.	Organised and methodical approach to planning and delivering a varied workload.		x
2.	High level of motivation and a demonstrable desire to succeed and achieve results		x
3.	The ability to demonstrate respect, understanding and sensitivity when communicating around pancreatic cancer		x

D = Desirable / E = Essential

All Employees are expected to:

- Show commitment to our vision, mission, and values: Courage, Compassion & Community and demonstrate this through their work and interactions internally and externally, and on our behalf.
- Be committed to furthering the aims of the organisation and to learning and developing their own skills to grow both themselves and the organisations capabilities.
- Respect our obligations and approaches to health and safety, data protection, equality and diversity and safeguarding compliance and best practice.

- To be responsible for looking after themselves and their health and to let us know if we are doing anything to affect or impact on this.
- Understanding and accept Pancreatic Cancer UK's policy on the use of animals in research which is in accordance with the AMRC.
- To promote and safeguard the good reputation of the organisation and act in a way which is ethical and moral, and to not undertake any activities that will bring the organisation into disrepute.