



**Philanthropy Manager
Recruitment Pack**

Philanthropy Manager

Income Generation and Engagement

Contract: Full time, permanent

Hours: 35 hours a week, Monday- Friday, 9am-5pm. Flexible working options available.

Salary: £40,000 - £43,000

Location: Anchored to London Carers Trust office, Southwark, 1-2 days a week.

Why this role is pivotal to Carers Trust

What a time to thinking about joining Carers Trust! High on the political agenda, Carers Trust is investing in diversifying its income and elevating its brand. With integrated high-profile campaigns being developed – you will benefit from a host of development opportunities that will empower you to progress in your career. Now is definitely the right time!

Carers Trust is recruiting for a passionate and talented Philanthropy Manager to make a step-change in our major donor programme. You will work closely with our Executive Team, Fundraising Leadership Team and other ambassadors to engage high-net-worth individuals and match them to transformational projects around the UK.

This role would suit someone with great communications skills, who is bursting with energy and creativity, and unafraid to try new approaches. We foster an environment where it is ok to make mistakes. The Philanthropy Manager position is key to our success, supporting the development of a forward thinking and supporter-centric approach to major donor giving.

In this role you will

- Spearhead Carers Trust's renewed outreach to major donor audiences.
- Shape and deliver a strategy to build a sustainable pipeline of major donor gifts.
- Design a tiered giving programme to maximise the potential of mid to high level supporters.
- Establish a development board of Carers Trust ambassadors able to expand and strengthen our networks in the philanthropic community

Main responsibilities *(not an exhaustive list)*



- Representing Carers Trust, often in-person, to build strong relationships and talk persuasively about the needs of carers.
- Harnessing storytelling, data, images, prose and other media to craft compelling cases for support designed to inspire large gifts.
- Developing a focused pipeline of high net worth prospects and identifying network connections to them.
- Designing a programme of events targeted towards stewarding and engaging major donor supporters.
- Supporting our on-the-ground fundraisers in Scotland and Wales to strengthen major donor fundraising in the nations .
- Providing excellent relationship management, developing and implementing strong cultivation and solicitation plans.
- Monitoring income and expenditure targets and provide regular progress reports and updates on performance.
- Maintaining comprehensive donor and relationship records on our Raisers Edge database

Our ideal candidate



- Will have a track record of successfully dealing with influential individuals to secure significant gifts.
- Major donor fundraising experience or transferable experience of successfully building and stewarding strong relationships with supporters/clients.
- Experience of harnessing research to identify potential supporters/clients.
- Ability to monitor sector innovations and trends, learning from comparator organisations.
- Strong inter-personal and written communication skills.

- Capacity to take initiative and identify opportunities.
- Financial literacy sufficient to present project budgets, understand financial statements and explain philanthropic tax relief.
- Self-motivation with enthusiasm for working flexibly as part of a team.

How to apply

Please apply by uploading your CV and a supporting statement detailing how you meet the criteria listed as our ideal candidate via the Carers Trust website as instructed.

We are happy to accommodate any adjustments you may have and will share all interview questions in advance as part of our commitment to inclusive hiring,

For an informal conversation about the role please contact us on recruitment@carers.org

Application deadline: 17th November, we will be reviewing applications as they come in

Expected interview date: End of November/ start of December

Commitment to diversity

We value a diverse and inclusive workplace and therefore strongly encourage applicants of all backgrounds to apply and join Carers Trust irrespective of age, disability, sex, gender identity, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

We want to ensure that our staff team is reflective of the communities that we serve and we therefore particularly welcome applications for this role from those from a global ethnic majority background. Carers Trust is committed to making our recruitment practices barrier-free and as inclusive as possible for everyone. This includes making adjustments or changes for people who have a disability or long-term health condition or caring responsibilities. If you need any reasonable adjustments for any part of the recruitment process for any reason please let us know, in confidence, to discuss these

Commitment to safeguarding

Carers Trust is committed to safeguarding the well-being of all service users, employees and volunteers who are involved in or affected by our work. All children and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse and the right to be treated with respect and dignity. All employees and volunteers have a duty to prevent the abuse of children and adults and report any safeguarding concerns to the relevant person.

Safeguarding lead: Angharad Orchard