

TERRENCE HIGGINS TRUST

At Terrence Higgins Trust we know that equity, diversity and inclusion is critical to the work we do.

We are striving to be an anti-racist, anti-sexist organisation and are committed to having a workforce with people from different backgrounds. It is the responsibility of each one of us to create an environment of inclusion and belonging within our organisation. Our work has to be internal first so it can impact on all that we do for all the communities who use our services.

JOB DESCRIPTION

Job Title	Philanthropy Manager
Reports to	Head of Philanthropy and Partnerships
Salary grade	SMP51 - £45,261
Hours of work per week	35
Geographic remit	UK
Where role can be based	Hybrid – Remote working with travel to London when required

Job purpose:

The Philanthropy team sits within the Philanthropy and Partnerships team and is responsible for building relationships with individual supporters who are able to make major gifts as well as mid-value donors. The Philanthropy Manager will be responsible for the development and delivery of the Philanthropy fundraising strategy, working closely with the Head of Philanthropy and Partnerships, to implement a plan to deliver and significantly grow major gifts. You will personally manage a portfolio of donors and support the Philanthropy team to achieve income and other KPIs.

As a key member of the Philanthropy and Partnerships team, you will work across the organisation to develop opportunities for supporters to be partners in delivering our ambitious plans to end new cases of HIV in the UK by 2030 and be here until the last person living with HIV needs us.

Main duties of the role:

1. Lead our philanthropy activities, owning the development of the operational plan and overseeing delivery of the programme and income and expenditure targets.

2. Work as an active member of the Philanthropy and Partnerships team, feeding into wider team plans and working across the Income Generation team to deliver joint work.
3. Liaise with relevant colleagues across the wider organisation, looking for ways to work jointly to meet the needs of the people we engage.
4. Take a supporter focused view at all times, being led by their preferences and wishes, and delivering our work in a way that is going to appeal the most to our target audiences.
5. Develop and implement clear strategies for the effective management and cultivation of THT's existing and prospective major donors and mid value supporters
6. Be responsible for your own pool of donors capable of giving £50k+, ensuring excellent standards of supporter care and developing effective relationship engagement strategies
7. Diversify our supporter base to ensure that our audiences better reflect the general population and the communities we serve
8. Make approaches to potential supporters and partners, engaging them in our work and securing their support
9. Proactively develop and oversee the philanthropy new business pipeline, working with colleagues across the organisation to identify new opportunities
10. Coach, manage and motivate the Senior Philanthropy Officer and the Philanthropy Executive, ensuring that they have clear objectives and targets are delivered
11. Create an inclusive team culture within the Philanthropy and Partnerships team
12. Evaluate activities to continually optimise our relationships with supporters and partners for greater mutual benefit
13. Be responsible for budgets for major gifts income and expenditure, ensuring regular reporting and monitoring
14. Work with the Prospect Research Manager and the Head of Philanthropy and Partnerships on the development and delivery of our prospect research and management strategy.
15. Stay abreast of changes and trends in fundraising practice to continually optimise performance, as well as ensuring compliance with changing regulations, including GDPR

16. Any other duties which are commensurate with the grade

1. PERSON SPECIFICATION

Candidates should be assessed against objective criteria.

Number of criteria: minimum 8, maximum 15.

Experience/Skills		Essential/ desirable	Assessment method
1	Experience of securing sales, income or donations at or above the five and six figure income level	E	A, I
2	Evidence of building and developing relationships with current and prospective supporters /clients	E	A, I
3	Experience of securing new business, and proven ability to move relationships through the sales/cultivation cycle	E	A, I
4	Proven ability to work to income and activity KPIs	E	A, I
5	Excellent interpersonal, and verbal communication skills, with ability to influence internal and external stakeholders (including at senior level)	E	A, I, T
6	Experience of developing compelling funding proposals, pitches and presentations for account management and new business opportunities	E	A, I, T
7	Understanding of the social and structural drivers of health inequalities	D	A, I
8	Ability to manage, coach and motivate a team	E	A, I
9	Ability to create and deliver operational plans and strategies	E	A, I
10	Experience of managing income and expenditure budgets with ability to forecast and set targets	E	A, I

Criteria assessment methods: Application = A; Interview = I; Test = T