

Individual role profile

Title:	Senior Philanthropy Officer
Career family:	Relationship Fundraising Team (Philanthropy)
Reports to:	Philanthropy Manager

Summary of role

High Value Giving is an area of income growth for Centrepoint, with the Philanthropy team forming part of the Relationship Fundraising Department. The Senior Philanthropy Officer role plays a crucial part within the Philanthropy team, as the team look to build upon their recent successes and income trajectory.

Developing donor relationships, producing important cultivation resources and contributing to the creation of a robust donor pipeline will form key responsibilities for this role. This is an amazing time to be joining the team, as the team embark on delivering their new strategy and seizing new philanthropic trends.

The Senior Philanthropy Officer will report in to the Philanthropy Manager and, in addition to supporting on the stewardship and management of major donors and cultivation of the prospect pool, this role will steward its own donor portfolio, as well as project manage an element of the team strategy to help achieve the Philanthropy income target.

The post holder will work closely with other teams, particularly the mid-value team, within fundraising and the organisation more widely, to maximize income for Centrepoint.

This role offers fantastic opportunity to develop new skills and experience in major donor fundraising, whilst being part of an energetic and passionate fundraising team. This would suit an established relationship fundraiser seeking their next high value giving opportunity.

Key results areas and success measures

KR 1:	Alongside colleagues in the Philanthropy team, implement the Philanthropy strategy to increase income from existing major donors, and identify and develop relationships with new major prospects
Success measure:	Financial targets, both team and individual, hit. Growth in size of major donor pool in alignment with team's KPIs.
KR 2:	Responsibility for management of own donor pool. Providing timely and accurate reports and updates, and maximizing income from this group

Success measure:	Increase in value and frequency of gifts from this group. Creation of individual goals and a contact plan for each donor. Achieve individual financial target, as well as team targets around retention and uplift.
KR 3:	Lead on developing the team's main new business pipeline, our Mid value to Major Donor Pathway, identifying potential Major Donors among the Centrepoint's pool of Mid Value Donors, cultivating them, and uplifting their giving
Success measure:	The Mid value to Major Donor Pathway provides a consistent pipeline of new donors, with donors maintaining or uplifting their giving to £5,000+ following a year of cultivation and stewardship. A strong working relationship is built with Centrepoint's Development/Mid Value team.
KR 4:	Project Manage one of the Philanthropy team's growth strands to help drive innovative solutions to donor cultivation and income generation.
Success measure:	Responsibility is taken to oversee the development and execution of one of the philanthropy team's growth strand, helping to identify and cultivate new major donors and grow team income.
KR 5:	Work with teams across Centrepoint to identify funding needs and produce compelling cases for support across the breath of Centrepoint's work
Success measure:	Good working relationships across Centrepoint, particularly with colleagues in the Relationship Fundraising teams. Support the creation of compelling cases for support which lead to an increase in major income.
KR 6:	Responsibility for producing major donor appeals, monthly email updates, longer form newsletters as well as bespoke reports for higher-value donors.
Success measure:	High quality appeals, updates and newsletters are produced and sent out in a timely fashion. Support the wider team by creating high quality, bespoke reports for our higher-value donors when required.
KR 7:	Responsibility for efficiently managing data and information pertaining to the major donor portfolio, ensuring all records are accurate and up to date on our relationship management database
Success Measure:	Adhering to data protection law, working well with the Data team to ensure information is accurate and accessible. Team's records are up to date and align with the records on the database.
KR 8:	Taking the lead on managing our administrative and financial processes to ensure the team is able to operate efficiently.
Success measure:	All internal processes are effectively managed, including the tracking and accurate coding of major donor income.

Other tasks and success measures

Task 1	Represent Centrepoint at events and meetings with high net worth individual supporters as and when required.
Success measure:	Representing Centrepoint at key events and meetings, including independently at meetings and service visits with donors in managed portfolio.
Task 2	Taking time to research the sector and philanthropic trends, ensuring the team remains informed and is always thinking of exciting ways to engage new and existing donors.
Success Measure	Our Philanthropy Growth Strategy remains current and the team is able to take an innovate approach to cultivation and stewardship.
Task 3	To undertake other duties commensurate with the post, as delegated by your manager.
Success measure	All relevant tasks undertaken and completed
Task 4	Support the wider fundraising team at events.
Success measure	Volunteer at a minimum of two community, challenge or fundraising events a year.

Role specification

Skills and Knowledge			
Essential	Essential	Preferred	Assessment
1. Excellent organisational skills with the ability to plan and manage a variety of projects whilst also being flexible to changing priorities.	X		AF/I
2. Excellent interpersonal skills, with the ability to develop strong donor relationships as well as excellent working relationships with colleagues.	X		AF/I
3. Excellent written communication skills, with the ability to write engaging copy.	X		AF



4. Excellent relationship management and negotiation skills	X		AF/I
5. Excellent verbal communication and presentation skills, with the ability to speak confidently about Centrepoin’s work.	X		AF/I
6. Diplomatic, influential and credible at a senior level. Confident and capable of making asks.	X		AF/I
7. Is creative and persistent when cultivating relationships, using knowledge of key trends as well as data insights to inform approach.	X		AF/I
8. Knowledge of major gift fundraising principles and the donor solicitation process.	X		I
9. An understanding of broader context of youth homelessness and Centrepoin’s services.		X	I
10. A demonstrable commitment to Equal Opportunities.	X		AF/I
Experience			
1. Experience of managing donor/client relationships.	X		
2. Experience of writing engaging copy.	X		
3. Experience of leading conversations with senior level colleagues and/or clients/donors.	X		
4. A proven ability to solicit high value gifts of £5,000+.		X	

Equal Opportunities

All employees have a legal and moral responsibility to ensure that Centrepoin’s workplace is free from discrimination, harassment and bullying.

Centrepoint Values

All staff at Centrepoint are expected to work according to our six values. Below are examples of the behaviours expected for each value. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

<p>Integrity</p> <p><i>We always put the good of young people and Centrepoint first</i></p> <ul style="list-style-type: none"> • We commit to living these values in our professional lives at Centrepoint • We work hard to build trust and productive relationships • We are honest and transparent • We confront issues early in a direct and constructive way 	<p>Energy</p> <p><i>We are ambitious for young people and we have relentless drive, commitment and resilience to achieve that</i></p> <ul style="list-style-type: none"> • We act decisively, using our energy to deliver and exceed expectations • We understand our strengths and use them to strive for excellence • We have creative optimism and we embrace change and drive it • We have the courage and stamina to make tough decisions and see them through
<p>Humility</p> <p><i>Our work is a service that supports and challenges each person in our sphere of influence to fulfil their potential and ensure that they are engaged and inspired to perform</i></p> <ul style="list-style-type: none"> • We show empathy, sincerity and are servant-hearted in our approach • We are self-aware; continuously seeking to improve and we take full responsibility for our own development • We offer to help without hesitation and ask others for support when we need it • We respect and learn from each other and about each other; using that knowledge to work better together 	<p style="text-align: right;">Entrepreneurial</p> <p><i>We are enterprising and innovative – professional, optimistic and always thinking about how to improve</i></p> <ul style="list-style-type: none"> • We are commercially aware and financially conscious • We communicate well and bring people with us • We know and understand our business and the impact of both internal and external forces • We always ask ourselves how it can be done better; we are more ‘why not?’ and have the flexibility to adapt
<p>Accountable</p> <p><i>We know what we have to do and why. We have high standards and expectations of ourselves</i></p> <ul style="list-style-type: none"> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations • We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. • We celebrate success and reward the right behaviour at the right time; fully supporting the appropriate challenge of inappropriate workplace behaviours 	<p>Focused</p> <p><i>We deliver for and with young people in a way that is creative, inspiring and enjoyable</i></p> <ul style="list-style-type: none"> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent • We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results