

TERRENCE HIGGINS TRUST



JOB DESCRIPTION

Job Title	Senior Philanthropy Officer
Reports to	Philanthropy Manager
Salary grade	D42 - £36,862.75
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 Senior Philanthropy Manager will be responsible for managing a portfolio of existing and prospective supporters. You will personally build strong relationships with individuals capable of giving a major gift and deliver exceptional supporter service to help maximise income and engagement

As a key member of the High Value Fundraising 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 by 2030.

Main duties of the role:

1. Be responsible for your own portfolio of donors, ensuring excellent standards of donor care and developing effective relationship engagement strategies
2. Make approaches to potential supporters via phone, e-mail, post and personal meetings, engaging them in our work and securing their support
3. Produce detailed, informative and compelling proposals, reports and stewardship communications
4. Support the delivery and development of the philanthropy projects or initiatives, such as the 2030 Club
5. Build strong internal relationships, involving relevant staff and executives and directors in major gifts engagement plans

6. To work collaboratively with the Special Events team, and other colleagues, to ensure we maximise opportunities to engage existing and potential major donors through THT's events programme
7. Work as an active member of the High Value Giving team, feeding into wider team plans and working across the Income Generation team to deliver joint work.
8. Maintain timely and accurate records on the CRM, producing reports in order to gain insights and maximise opportunities
9. Travel, as required, for donor meetings in London and the UK and occasionally work evenings and/or weekends at events
10. Stay abreast of changes and trends in fundraising practice to continually optimise performance, as well as ensuring compliance with changing regulations, including GDPR
11. Any other duties which are commensurate with the grade

PERSON SPECIFICATION

Candidates should be assessed against objective criteria.

Number of criteria: minimum 8, maximum 15.

Experience/Skills		Essential/ desirable	Assessment method
1	Knowledge of and understanding of philanthropy and supporter journeys	E	A, I, T
2	Experience of securing four and five figure income from individuals	E	A, I
3	Proven ability to work to income and activity KPIs	E	A, I
4	Excellent interpersonal and verbal communication skills, with ability to influence, and negotiate with, internal and external stakeholders	E	A, I
5	Excellent customer service or supporter care skills with ability to work collaboratively and build creative solutions to meet supporter needs	E	A, I, T
6	Excellent written skills with ability to tailor material for different audiences	E	A, I, T
7	Ability to plan and prioritise work effectively and meet deadlines	E	A, I
8	Excellent IT skills with experience of using a CRM database	E	A, I
9	Event or project management experience	D	A, I
10	Experience developing and managing giving circles or funding networks	D	A, I

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