# Job Description

# Job Title: Senior Philanthropy & Special Events Manager (maternity cover)

**Reporting to:** Deputy Director of Fundraising (Head of Individual Giving, Philanthropy & Special Events)

**Direct Reports:** Special Events Manager, Philanthropy & Special Events Officer

**Salary:** £49,000

**Location** Two-three days per week at 175 St John Street, London, EC1V 4LW

**Hours & Basis:** Full time, flexible working considered

## About this role:

At a time when the need for children’s mental health services is increasing, this is an exciting time to join our dynamic organisation and make a real and tangible difference to children’s futures. Place2Be must raise £10M in voluntary income in 25/26 and our Philanthropy & Special Events programme is key to enabling Place2Be to achieve its mission.

As one of two Senior Philanthropy & Special Events Managers at Place2Be (within a Fundraising Team of 27), you will play a significant part in the Individual Giving, Philanthropy & Special Events team, in a busy and varied role. This dynamic team consists of a Head of Philanthropy, Special Events and Individual Giving (Deputy Director of Fundraising), two Senior Philanthropy & Special Events Managers, a Philanthropy Manager, a Special Events Manager, a Philanthropy and Special Events Officer, a Prospect Researcher, an Individual Giving Manager, a Supporter Care Officer and an Income Processing Officer. We have achieved significant growth in the past few years and have some exciting projects on the horizon, with a Philanthropy & Special Events target of £2.6M in 25/26.

You will manage a team of two people, directly line managing the Special Events Manager and the Philanthropy & Special Events Officer. You will deliver excellent relationship management (prospecting, cultivation and stewardship) for a growing portfolio of high-net-worth prospects and major donors and lead on stewardship and special events for the team to help us achieve ambitious financial targets. At a time when interest in children’s mental health has never been stronger, this is an exciting time to be joining our dynamic organisation and to make a real and tangible difference to children’s futures.

## Key Responsibilities:

To support Place2Be’s philanthropy and special events fundraising programme by seeking out, building and maintaining relationships with high-net-worth individuals, identifying and leading on special event opportunities and meeting agreed annual KPIs and financial targets. This includes:

**Income Generation and Relationship Management:**

* Manage a portfolio of major donors, prospects and senior volunteers (including Trustees and Development Board members) with a value of over £2m, capitalising on Place2Be’s existing networks of contacts to maximise opportunities to develop new relationships, turning prospects into donors.
* Develop and deliver cross-team stewardship opportunities (e.g. messages around public holidays, religious or cultural festivals as appropriate, our annual Impact Report and the overseeing a twice-yearly update for our highest-level supporters).
* Support and steward current major donors and volunteers on your portfolio creatively, providing excellent account management and support, ensuring they are thanked and valued, and maintaining and building their commitment to Place2Be.
* Identify the most suitable funding projects for individual major donor prospects, collating service and project information by developing good relationships and liaising with key members of Place2Be operational team.
* Produce high quality proposals to submit to prospects, working closely with the high value teams and Bid Writer.
* Support the Chief Executive, other Executives and Senior Managers in maximising the value of their key contacts and relationships.
* Maximise opportunities for pro bono support where possible.

**Special Events:**

* Working with the Special Events Manager, and with support from the Head of Philanthropy & Special Events, your fellow Senior Philanthropy & Special Events Manager, the Philanthropy & Special Events Officer and Prospect Researcher, manage the scoping and delivery of some of our special events such as the annual Carol Concert (target income £100k), bespoke receptions or school visits, private dinners and/or the biennial Arts & Minds Gala (target £300k).
* Provide creativity in developing the content of events to promote Place2Be in an accurate and inspiring way, working cross-team to provide meticulous guest list management, production of related collateral, regular reporting and financial monitoring
* Manage the Carol Concert Committee and/or Arts & Minds Gala Committee to maximise opportunities for these events.
* Work in close partnership with external agencies, senior stakeholders, Fundraising and wider Place2Be colleagues.

**Support and Best Practice:**

* Support the development and delivery of the Philanthropy & Special Events and Fundraising strategies.
* Where necessary, undertake research into key donors, applying the learning in a strategic and realistic way.
* Support the Head of Philanthropy & Special Events with the administration of income and expenditure budgets.
* Maintain good records and filing systems, inputting key information into the Charity CRM database.
* Develop and practice a sound understanding of Charity Law and Data Protection as it applies to key areas of fundraising and operate according to the Institute of Fundraising Codes of Good Practice.
* Keep up to date with developments in the sector and new initiatives in your field.
* Work as a team member across the organisation, sharing information and best practice openly and productively.

## What you will need:

We are looking for an enthusiastic person with excellent communication, organisation and writing skills. Someone with a passion and interest in people and mental health, who has previously managed events and has experience working with high-net-worth audiences. Someone who has experience of:

* Working in a fast-moving philanthropy/high value fundraising role, or relevant experience/ transferable skills.\*
* Organising fundraising and engagement events, or relevant experience/transferable skills. \*
* Delivering significant (six figure) financial targets to deadline.\*
* Building effective relationships with senior internal and external stakeholders.\*
* Developing and understanding budgets – demonstrating the ability to prioritise activities within constrained funds\*

**You should also bring:**

* Strong interpersonal and communication skills; the ability to communicate and influence others through both verbal and written media and to demonstrate the ability to sustain relationships
* Ability to use initiative (a ‘can do’ attitude’) – energetic and pro-active; a self-starter who can work in a self-directed environment and be a flexible team player
* Ability to plan, prioritise and meet deadlines
* High standard of written English including punctuation and grammar
* IT skills including Word, Power Point, Excel and knowledge and experience working with in-house of databases
* Basic understanding of charity legislation as it applies to fundraising, or ability to acquire this
* An understanding of Place2Be’s equal opportunities policy and a personal commitment to equality of opportunity
* A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>

*\* Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.*