# Job Description – Philanthropy Manager

# (Fixed term contract - maternity cover)

**Job Title:** Philanthropy Manager

**Reporting to:** Senior Philanthropy & Special Events Manager

**Direct Reports:** None

**Salary:** £41,800

**Location:**  Hybrid (working from home and office based). Minimum two days per week at 175 St John Street, London, EC1V 4LW

**Hours & Basis:** Full-time (35 hours p/week). 14-month fixed term contract (maternity cover).

**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 £10.1M in voluntary income in 25/26 and our Philanthropy & Special Events programme is key to enabling Place2Be to achieve its mission. The Philanthropy & Special Events programme itself has achieved significant growth in the past few years and has some exciting projects on the horizon, with a target of £2.6M in 25/26.

As Philanthropy Manager you will deliver excellent relationship management (prospecting, cultivation and stewardship) for a growing portfolio of high net worth prospects and major donors to help the team achieve ambitious and growing financial targets. You will also support our special events programme by contributing to the development of events for high value supporters.

We are looking for a proactive person with excellent relationship building, solicitation and writing skills. Someone with a passion and interest in people and mental health, who has experience working with high-net-worth audiences.

## Key Responsibilities:

* Manage a portfolio of major donor prospects, donors and senior volunteers with integrity and perseverance, delivering first class stewardship to increase engagement, value and longevity of donors’ support
* Work with Place2Be’s Prospect Researcher, as well as the charity’s senior stakeholders and volunteers, to fully capitalise on Place2Be’s network of contacts, maximising opportunities to develop new relationships, and converting new prospects into donors through face to face and written asks.
* Creatively identify the most suitable funding projects for 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 donors, in conjunction with the corporate and trusts teams. Work as a team member of the organisation as a whole, sharing information and best practice openly and productively.
* Support the development and delivery of both the Philanthropy & Special Events and Fundraising strategies and KPIs with a particular focus on New Business activity.
* Keep up to date with developments in the sector and new initiatives in fundraising in order to grow existing, and develop new, philanthropic income streams.
* Support the scoping and organisation of our calendar of special events, including our annual Carol Concert, biannual Gala Dinner and a range of bespoke receptions, school visits and private dinners.
* Provide creativity in supporting the development of event content and making use of events to engage new prospects and generate income.
* Develop and practise 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.
* Treat donor and stakeholder information with integrity by maintaining good records and filing systems, inputting key information into the CharityCRM database.
* Promote the work of Place2Be in an accurate, compassionate, and inspiring way.

## What you will need:

* \*Demonstrable experience of working in a philanthropy fundraising role, or relevant experience/ transferable skills
* \*Experience of personally growing a major donor portfolio through uplifting existing donors and successfully soliciting gifts from new donors or relevant experience/transferable skills working with high value clients
* \*Experience of building effective relationships with senior internal and external stakeholders.
* Experience of delivering significant (five-six figure) financial targets to deadline
* Experience of organising fundraising and/or engagement events
* Experience of developing and understanding budgets – demonstrating the ability to prioritise activities within constrained funds
* Strong interpersonal and communication skills; ability to communicate and influence others through both verbal and written media and the ability to sustain relationships
* Ability to use initiative – enthusiastic, proactive planner; a self-starter who can prioritise and meet deadlines; a flexible team player
* Entrepreneurial, demonstrating a ‘can-do’ approach
* High standard of written English including punctuation and grammar
* Strong IT skills including Outlook, Word, PowerPoint and Excel and experience of working with in-house database systems
* An understanding and awareness of Place2Be’s equal opportunities policy and a personal commitment to equality of opportunity
* A strong team player with a strong commitment to our values and the 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/>
* Ability to work non-standard hours and to travel throughout the UK
* Knowledge of charity/fundraising legislation.

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