

JOB DESCRIPTION

JOB TITLE: Philanthropy Manager

HOURS: Full time, 37.5 hours per week

SALARY: £45,000 – £50,000 per annum, depending on experience

LOCATION: London, NW3 (with scope for hybrid working)

REPORTING TO: Development Director

ANNUAL LEAVE: 28 days (including Bank Holidays) *pro rata* + Jewish Holidays that fall on working days

PURPOSE OF ROLE

An important part of JW3's funding comes from high-net-worth individuals (HNWI) who support the charity on a long-term basis. As Philanthropy Manager, you will maximise charitable income through building strong and authentic relationships with these HNWI's.

You will be responsible for developing the major donor strategy with the support of the Development Director. This role will involve lots of collaboration, including with the wider Development team, in order to deliver successful fundraising initiatives to reach targets. You will also be involved in planning and monitoring a programme of fundraising events and activities.

RESPONSIBILITIES & DUTIES:

- Lead on the development and delivery of our major donor strategy, focusing on gifts between £5,000-£20,000
- Identify and build relationships with new individual supporters and prospects and ensure a consistent, healthy pipeline of new supporters
- Increase the number of individual supporters making regular donations (annual/multi-year) year on year
- Employ a variety of personal engagement and communications mechanisms to ensure that prospects and supporters become, and remain, fully engaged with our cause
- Research and identify new donors, logging all opportunities on our fundraising database and working with the Development Director to move them through the donor cultivation cycle
- Analyse income of donations in-building and online, working with Marketing to leverage fundraised income and engagement
- Organise fundraising events, ensuring a smooth donor experience, with a thanking and stewardship plan in place
- Oversee the effective use of internal systems to ensure best practice in fundraising, data collection, gift aid and gift acceptance policy
- Provide support as needed to the wider JW3 Development team, particularly at fundraising events – some of which will take place outside of standard working hours, Time Off In Lieu will be offered in these instances
- Develop and maintain detailed knowledge and information on JW3 services, projects and priority areas in order to keep donors updated
- Represent JW3 externally, communicating the vision, values, and case for support to the wider community at appropriate external forums
- Build and manage appropriate relationships with relevant local and national organisations to strengthen our individual giving abilities
- Attend Development Board meetings and follow up fundraising leads with Trustees
- Protect and enhance the reputation of JW3, representing the organisation in an appropriate and professional manner to stakeholders, acting as an advocate for the work of JW3

- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by your line manager or other member of the Senior Leadership Team

This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.

PERSON SPECIFICATION

Essential Skills and Experience

- Extensive and demonstrable experience in a fundraising-focused role
- Proven ability to engage confidently and effectively with a range of audiences (internal and external), relationship-building and ‘making the ask’
- Demonstrable experience of achieving income against targets
- Experience of report writing
- Strong event management skills, working to timelines and project managing all relevant strands of (fundraising) event-based strategy
- Strong interpersonal and influencing skills, with an ability to identify new donors, and develop effective approaches and cases for support
- Experience of developing positive, effective relationships with trustees, collaborating successfully with lay committees and boards
- Demonstrable understanding of the principles of Data Protection legislation, alongside other relevant legislation and guidelines within fundraising
- Excellent written/verbal communication skills, able to produce sensitively worded correspondence and ensure supporters feel valued and cared for
- Strong presentation and numeracy skills
- Highly organised, with efficient management of time and responsibilities and following through on plans/targets
- Excellent attention to detail
- Willing and able to work flexibly to meet the needs of the team and organisation
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Proactive and solution-focused, with an ability to take initiative and a creative approach to problem-solving
- High level of IT proficiency (including Microsoft Office software), experienced in Fundraising/CRM software and databases

Personal Qualities

- Demonstrates a commitment to furthering JW3’s vision and mission.
- Approachable and able to engage positively with others, building and maintaining strong working relationships
- Has a proactive and flexible approach to their work, including a willingness to work in the evenings, weekends and Bank Holidays to serve the needs of a community Centre that operates 15 hours per day for 6+ days per week