

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Philanthropy Manager

**HOURS:** Full time, 37.5 hours per week

**SALARY:** £52,000 – £57,000 per annum, dependent on experience

**LOCATION:** London, NW3 / Hybrid

**REPORTING TO:** Fundraising Director

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

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### **PURPOSE OF ROLE**

Over the next five years, we need to substantially grow our fundraising income (currently £2.7m+/annum). The biggest single driver of this is expected to be increased giving from (Ultra)High-Net-Worth-Individuals. To enable this—and to fully leverage both new opportunities and the capacity of existing relationships— this senior fundraising role is crucial. Supported by the Fundraising Director, the Senior Philanthropy Manager will be responsible for maximising long-term philanthropic engagement with both new and existing donors, focusing particularly on those capable of giving £10k-£50k. They will develop and manage effective relationships with a portfolio of individuals, their families and (where relevant) advisors, collaborating with the Fundraising Director, Development Board, Trustees and other volunteers.

This role offers an excellent opportunity to build and own a programme, lead on high-opportunity relationships and work closely with senior volunteers. The post-holder will be able to utilise JW3's year-round calendar of cultural and educational programmes to support donor cultivation. They will also have responsibility for one of JW3's flagship donor-focused events (an industry sector breakfast and a Gala dinner), both well-established as income-generators.

### **KEY RESPONSIBILITIES**

- Develop and implement a strategy for maximising giving at the £10,000-£50,000 level, spanning new, lapsed and active donors.
- Build effective individual relationships with new and prospective supporters and facilitate their engagement with JW3's events, programmes and leadership.
- Personally solicit gifts at the £10,000-£50,000 level (both verbally and through written proposals) and support lay and professional leadership to also ask for these donations.

- Lead the design and delivery of at least one major income-generating event (e.g. breakfast or dinner) in each annual cycle.
- Identify new prospective donors through desk research, data review and engagement with Trustees and volunteers.
- Provide effective stewardship to existing donors at the £10,000-£50,000 level.
- Collaborate effectively with colleagues working on Trusts & Foundations and Individual Giving to maximise opportunities and synergies across different income sources and gift levels.
- Maintain and utilise fundraising records to drive decision-making at both an individual donor and programme level.
- Act as an internal champion and (where appropriate) expert on best practice in both the practice and the ethics of major gift fundraising.
- Represent JW3 externally, communicating the vision, values and case for support to the wider community at appropriate external forums

*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 & Experience

- Extensive experience of personally cultivating, soliciting and closing gifts at the five and six figure level
- Experience of supporting senior leadership (lay and professional) to solicit gifts
- Experience of identifying and engaging new major gift/donors and building and managing a gift pipeline
- Experience of writing high-quality, bespoke proposal and reports for major gift donors
- Track record of meeting and exceeding fundraising targets
- Experience of personally delivering high-quality stewardship
- Highly developed oral communication skills
- Very strong written communication skills, including the ability to draft substantive, high-quality donor proposals and reports
- Ability to influence and advocate with senior professionals, lay leaders and donors
- Excellent attention to detail
- Highly organised, with a methodical approach to structuring and delivering work
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner.
- Demonstrable understanding of how to operate in compliance with GDPR and other relevant legal and ethical frameworks.

- Self-sufficient in use of key software and systems (e.g., Microsoft Office suite; CRMs)

### **Desirable Experience**

- Experience of working with trustees and volunteer boards/members to advance fundraising programmes (e.g., events and/or campaigns) and specific donor relationships
- Fundraising experience in a cultural and/or Jewish organisation
- Track record of leading the development and execution of fundraising events

### **Personal Qualities**

- Approachable and able to engage positively with others, building and maintaining strong working relationships
- An affinity with JW3's vision and mission
- A proactive and flexible approach to their work