Job Description

Title: Philanthropy Manager  
Department: Fundraising & Communications  
Reports to: Head of Philanthropy  
Location: London, UK (near Monument)  
Hybrid working: Minimum three days in the office, including Tuesday and Thursday  
Duration: Maternity Cover contract, 12 months  
Salary: Up to £40,000 per annum (dependent on experience)

Overall purpose of the position

The Philanthropy Manager will lead on developing and implementing cultivation and stewardship plans for new and existing high net worth supporters and community and event fundraisers in order to increase loyalty and income. Orbis High Value donors give between £1,000 and £5,000 annually.

This post reports to the Head of Philanthropy who has overall responsibility for Major Donor, High Value and Community Fundraising.

Main responsibilities

High Value Donor Cultivation and Stewardship

- Develop, maintain and leverage relationships with a portfolio of Orbis UK high value donors, major donors, prospects and senior volunteers (trustees, ambassadors and networkers) through a combination of written and email communication, telephone calls, attendance at events, face to face meetings and field visits.
- Cultivate and steward relationships to personally request high value donations through compelling tailored proposals and events, bringing donors close to our work.
- Support the Head of Philanthropy to deliver a comprehensive stewardship and communications plan to all segments of the major donor portfolio.
- Produce reports and donor correspondence, ensuring provision of appropriate and timely feedback on use of donations.
- Work closely with other members of the Philanthropy and Partnerships Team (Corporate Partnerships and Trusts and Foundations) to maximise the potential of leveraging high value donations to Orbis UK.
- Provide support and stewardship to high value fundraisers, for example London Marathon runners and other event organisers.

Community and events fundraising

- Develop and maintain relationships with our community fundraisers, many of whom are connected to our high value givers.
- Manage our five London Marathon Golden Bond places (we have nine places in 2021). This will include working with the Communications team around materials and social media posts to attract runners, overseeing the administration involved with the places, and the logistics on race day.
- Conduct a scoping exercise and lead on the delivery of two regional events in 2021.
Donor Care & Compliance

- Take responsibility for the ongoing development and management of supporter care correspondence for high value, major donors and community fundraisers ensuring that all donors receive the highest levels of service possible.
- Maintain accurate and up to date records of supporter information using Raiser’s Edge, in compliance with GDPR.
- Ensure all Orbis UK high value and community fundraising abides by the Fundraising Regulators Codes of Conduct and all relevant data protection laws.
- Maintain and develop accurate and organised information systems to enable effective targeting of prospects.

General Requirements

- Willingness to work some evenings or weekends.
- Develop a thorough understanding of the issues relating to Orbis UK’s work in order to communicate these effectively to internal and external audiences.
- Adhere to GDPR for the Fundraising Team.
- Contribute to the ongoing organisational wide digital transformation process.
- As a small organisation staff are expected to work as a close team, to be flexible in their approach and to provide support for other areas as necessary.
- To undertake other tasks as delegated by the Head of Philanthropy as necessary for fulfilment of the post.
- Occasional travel abroad may be necessary.
- As a small organisation, staff are expected to work as a close team, to be flexible in their approach and to provide support for other areas as necessary.

Key relationships

Internal:
- Head of Philanthropy
- Director of Fundraising and Communications
- Partnerships Team (Corporate Partnerships, Trusts and Foundations)
- Fundraising & Communication department
- Finance team
- Database Manager

External:
- High Net Worth Individuals
- Medical Professionals and Orbis Volunteer Faculty members
- Event suppliers
Person Specification

Essential experience:
- Excellent working knowledge, and demonstrable experience of relationship management, preferably within high value fundraising.
- Organising and delivering events.
- Good all-rounder who enjoys being involved in a small busy office and acting on own initiative where necessary.
- Experience of working with people at the highest levels within organisations and society especially Directors, CEOs, Medical professionals and Trustees.
- Excellent written and oral communications skills - with the ability to influence and persuade and to write compelling proposals and cases for support.
- IT literacy, including familiarity with MS Office and fundraising databases such as Raiser’s Edge.
- Strong organisational skills, excellent attention to detail, highly numerate, literate and articulate.
- Presentation and public speaking skills.
- Experience of, or interest in, working in the charitable sector.

Desirable Experience and Qualifications:
- Good knowledge/ experience of the principles of Major Gifts fundraising
- Knowledge and understanding of international development.
- Demonstrable experience of major donor fundraising with a track record of securing gifts from high net worth individuals.
- An up-to-date knowledge of the fundraising sector, key trends and developments.

Personal:
- Critical thinker who looks beyond the obvious to deliver the best solution.
- Oral and written fluency in English, with outstanding written and oral communication skills.
- Works well with many personalities.
- Friendly, polished and professional in interactions with others.
- Team oriented work style, with a pro-active, open-minded, and flexible approach.
- Excellent interpersonal skills with the ability to develop and maintain positive relationships and deal with people with tact, sensitivity and discretion.
- Ability to communicate effectively with people on the phone and face to face.
- Flexible and pro-active with the ability to work productively both independently and in a team-based environment.
- Passionate about the potential of international development organisations to transform people’s live for the better.
- Committed to equal opportunities.