

JOB DESCRIPTION

Job Title: Philanthropy and Special Events Fundraising Manager

Department: Income Generation

Reporting to: Head of Fundraising

Location: Head Office & Home Based

PURPOSE OF ROLE:

The Philanthropy and Special Events Fundraising Manager is responsible for leading our philanthropic efforts through major donors, high value corporates and put on showcase events. Raising the profile of the charity within this area, though delivering our aims and mission and generating income so the charity can be there to support even more people affected by cancer today.

A Line Manager role, where you will maximise the net income of existing activities whilst developing new, complementary and sustainable opportunities for major donors, prospected corporates, and to take the lead in proactively engaging these individuals to maximise our fundraising return.

MAIN DUTIES AND RESPONSIBILITIES

Strategic:

- To contribute to the charities high value relationships strategy and deliver against income targets.
- To oversee the development of individual high value donor relationships, and to personally manage a portfolio of prospects and donors.
- To ensure the delivery of the highest standards of support, service and stewardship to high value and major donors, ensuring compliance with donor monitoring and reporting requirements.
- To prepare bespoke cultivation plans for each major donor and to liaise with colleagues across the organisation as appropriate to manage the delivery of the plan ensuring information is captured and recorded accurately on Raisers Edge.
- Lead and manage the development of our annual portfolio of high profile Special Events throughout Wales such as Gourmet Golf, Llandaff and Cardiff Lovelights, Breast Cancer Awareness Month and World Cancer Day events.
- Line Manage the Fundraising and Events Executive to deliver the above and achieve successful results through effective performance.

Financial Management:

- To produce regular reports and analysis on income and expenditure, and quarterly re-forecasting.
- To be accountable for monitoring and reporting against objectives, outcomes and KPIs.

Working Relationships and Contacts

- Building effective working relationships with high level internal stakeholders such as CEO, LT, Trustees.
- Work with the Fundraising Team and volunteers to lead on the identification and research of potential new major donors to produce a pipeline of prospects and income opportunities.
- Working closely with the Campaigns & Challenge Events Manager, Individual Giving Fundraising Manager and Trusts & Foundations Officer, you will contribute to the overall strategy and development of high value fundraising activities.
- To employ a variety of personal engagement and communications methods to ensure that prospects and supporters become, and remain, fully engaged with our cause e.g. manage donor and prospect project visits and other cultivation events, send out impact reports.
- Work with the Business Intelligence Officer to identify, qualify and cultivate new donors.
- Work with existing advocates and recruit new advocates to make introductions within their networks to build your portfolio of donors and prospects.
- Engage new donors through a range of bespoke touchpoints and opportunities to pique their interest. This could include attending inspirational events.
- Work with the internal colleagues across teams and departments to identify suitable projects within the charity's plan to build cases for support and wish lists for new and existing donors, creating tailored presentation materials and reports to evidence need and impact.
- To communicate and motivate all members of the Fundraising team and wider organisation to foster a collaborative approach to working together

Other

- Keep up to date with news within the sector including competitor activity and latest trends.
- Ensure that all activities meet Charity Commission requirements, the Charities Act, GDPR regulations and all other relevant statutes.
- Follow the internal fundraising policies and best practice.

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge		
Demonstrable experience of achieving income against agreed targets, with a proven track record of personally securing four and five figure sums	●	
Demonstrable experience of recruiting new high net worth donors or clients	●	
Experience of developing and delivering exceptional donor care or effective relationship management	●	
Experience of producing written reports and proposals, delivering information in both formal and informal styles	●	
Experience of identifying, researching and developing opportunities to ensure maximum income is raised and targets are met	●	
Experience of overseeing fundraising activity including the development and support of volunteers and all other resources		●
Third sector fundraising experience working or volunteering in a similar role		●
Event management experience	●	
Management experience of leading, motivating and inspiring people to achieve success	●	
Membership of Institute of Fundraisers		●
Skills		
Ability to apply a broad range of communication skills to influence, motivate and persuade a wide range of people to donate.	●	
Strong presentation and public speaking skills	●	
Excellent networking and influencing skills at the highest level.	●	
Excellent organisation, prioritisation and time management skills with the ability to deliver to a deadline under pressure.	●	
Proficient in Raiser's Edge or similar database.		●
Ability to build and sustain strong relationships with a diverse range of people	●	
Financial acumen and good budgeting skills.	●	
Proven ability to plan, develop and achieve results from new ideas	●	
A willingness to work variable hours, with regular evening and weekend work and to travel within the UK.	●	
A Welsh-speaker		●