

## Friends of the Earth – Job Description

<b>Job title</b>	Senior Philanthropy Officer
<b>Reporting to</b>	Philanthropy Manager
<b>Team</b>	Major Partnerships
<b>Career stage</b>	SP6
<b>Contract type</b>	Permanent
<b>Location</b>	London
<b>Line management</b>	Philanthropy Officer (1 FTE)

### Purpose of the role

The Major Partnerships Team manages relationships with major and high value donors, trusts and statutory funders, corporate partners, and donations from legacies. This role focuses on major donor relationships and strategic input to the High Value Programme. The role will manage a Philanthropy Officer responsible for the High Value Programme and actively manage their own portfolio of major donors. In addition to fellow account managers, the post-holder will work alongside an Events & Stewardship Officer and a Team Assistant, who have cross-team functions within the Major Partnerships Team.

### Key responsibilities and tasks

#### Relationship Management:

- Line manage a Philanthropy Officer who is responsible for the management of the High Value Programme
- Under the guidance of the Philanthropy Manager, provide strategic input to the direction and delivery of a new High Value Programme
- Manage a portfolio of current and prospective donors, focusing on cultivation, stewardship, and uplift strategies, and matching donor interests to projects. S/he will work with colleagues across the organisation, including members of SLT, ensuring that priorities are balanced with funding needs
- Ensure excellent relationship management through written and in-person communications, for example, drafting proposals and preparing narratives and budgets, and working with colleagues at all levels to carry out donor meetings
- Contribute to the creation of major donor systems and processes
- Keep accurate and up to date communications and data information on CARE
- Use philanthropy and Individual Giving trends to contribute to the High Value Programme and to plan relationships with major donors, conduct research, and identify prospective major donors, new fundraising techniques and engagement strategies
- Provide yearly and quarterly, phased income and expenditure forecasts
- Feed into the strategic direction of the Major Donor Programme

#### Working Cross Functionally:

- Work across teams and departments, and develop excellent working relations with colleagues, to contribute to the development of the High Value Programme, develop proposals and reports for donors, as well as other donor touch points, for example, working with finance colleagues to develop budgets; the data team to develop mailing briefs; and IG to develop matched funding appeals
- Maintain excellent relationships with campaigning colleagues to keep abreast of funding opportunities and report on impact
- Work collaboratively across Major Partnerships team to share information; further leverage individual donor relationships; and input into the Major Partnerships events and communications programme
- Provide strategic and logistical input to the Big Give matched funding appeal
- Alongside the Philanthropy Manager, work with the FOE Board, the Board Chair, the CEO, and members of SLT to identify and manage existing and prospective donor relationships

- Alongside the Events & Stewardship Officer, deliver a series of major donor cultivation and stewardship events

#### Person specification

##### **Essential:**

- Demonstrate creative, genuine and thoughtful ways to engage (current and prospective) donors
- Understand or determine what motivates people to give
- Have the confidence to build relationships, and act as an interpreter between donors and colleagues right across our complex organisation from campaigners to the CEO
- Be at ease when working with a wide range of stakeholders such as C-level executives, and be comfortable addressing small groups and large audiences
- Experience in securing five-figure and/or multi-year gifts or major accounts in other sectors.
- Demonstrate an understanding of High Value programmes
- Demonstrable experience with fundraising databases and understanding of fundraising data needs
- Have strong team work and collaborative skills
- Demonstrate a passion for the work of Friends of the Earth
- Excellent organisational and planning skills and an ability to manage competing priorities
- Strong and persuasive written and verbal communications skills and the ability to listen
- Be resilient and resourceful with high levels of energy

##### **Desirable:**

- A sound understanding of fundraising techniques and processes, including moves management
- Demonstrable experience of increasing gifts over the course of managing accounts or relationships
- Previous experience of working with Direct Mail colleagues to transition donors from an Individual Giving pool to High Value/Major Donor pools
- Line management experience

Date approved	31/01/2019
Date reviewed	31/01/2019

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.