



Job Title – Philanthropy Manager

Department: Development Team

Location: Wiltshire Community Foundation, Sandcliff House, 21 Northgate Street, Devizes SN10 1JT

Full time, permanent position 37.5 hours per week (flexible working available)

Reporting to: Joint Chief Executive

Responsible for: No direct reports

Background Information:

We are an independent charitable trust established in 1975 by local philanthropists for the benefit of local communities. Our vision is to see more people thriving across Wiltshire and Swindon. Our mission is to maximise the impact of charitable activity in our local communities by connecting people, information and resources. We provide vital funding to voluntary and community organisations and individuals in Wiltshire and Swindon through donations from individuals, businesses, charitable trusts, and institutional funders. We award grants and make a real difference to the quality of life for local people. We provide a simple approach to effective charitable giving.

Over the last 46 years, we have built an endowment fund of almost £28million and awarded over £18.5 million of grants. In 2020/21 we awarded £2.1million in grants and helped over 205,000 local people. We have 149 endowment fund holders and also manage flow through funding for donors who wish for their funding to be spent out within 12 months. In 2020/21 we delivered the Wiltshire and Swindon Coronavirus Appeal which resulted in £1.5 million of income and the Surviving Winter Appeal which generated £148k.

We have a new 5-year strategy in place which commits us to delivering £10million of investment in local communities between 2020 and the end of 2025. The Philanthropy Manager role is new and is part of our long-term financial plan recently approved by our Board.

Our organisational values encourage us to be Brave, Resourceful, Informed, Collaborative, Kind and Strategic – helpfully spelling BRICKS! We are a small team of 9FTEs who, for the last 16 months, have been working from home but we are now starting to come back into the office a little more. We enjoy a relaxed and friendly working environment with a focus on learning from our wins and our mistakes, taking time to celebrate achievements and brainstorm challenges together, whenever we can. We pride ourselves on being considerate, empathetic, and flexible employers. We are committed to increasing our diversity, equity and inclusion and work within the Fundraising Regulator guidelines and accredited by UKCF.

Job Purpose:

This role will be a critical part of the Development Team and presents an exciting opportunity to build on the existing work in philanthropy, alongside developing our corporate partnerships programme and high-profile supporters.

You will lead the strategic development of major donor and corporate fundraising to support income targets that will contribute to our £10million investment in local communities by 2025.

Working closely with the Philanthropy Director and the Joint Chief Executives, you will also be responsible for delivering and creating bespoke development plans to secure increased funding from both existing and new donors. You will be a key point of contact for our major donors, corporate partners and high-profile supporters.

Suitable for someone with

- A significant track record in Philanthropy/Fund Development
- Experience in account management and making significant asks of high-net-worth individuals, businesses, and charitable trusts
- Experience in new business sales and relationship building
- A keen eye for detail
- A natural networking ability
- An ability to adapt to personalities and challenges put in front of them
- Excellent communication skills and a leader who can work as part of a team or alone
- An excellent understanding of fundraising regulations

Main Responsibilities:

- Support delivery of the income targets set by helping us to continue building a culture of philanthropy in the county through strong relationship management
- Establish and cultivate a strong pipeline of donors including legacy pledges
- Contribute to the development of our Fund Development strategy and associated annual business plans to ensure a philanthropy focus
- Undertake research to identify, track and attract potential donors to ensure that income targets are met
- Record all fund development activity on Salesforce CRM to ensure the team has access to latest contacts with donors and prospects
- Use strong networking skills when attending external engagements and events. Build new relationships and connections that are of use now or in the future
- Provide a professional service to donors, fund holders and other stakeholders resulting in their continued support
- In collaboration with the Programme Delivery Team ensure that donors' grant preferences are managed effectively and that our communication concerning their fund activity is timely and meets their needs
- Write fundraising proposals and reports to high-net-worth individuals, businesses and charitable trusts
- Contribute to the development and delivery of fundraising appeals and events
- Contribute as a team member to the overall development of the Community Foundation
- Undertake any other reasonable duties and responsibilities as directed by the Joint Chief Executive
- Willing to travel as required for the role

Last updated: 01.10.2021

Date of next JD Review: