

JOB DESCRIPTION

Grief Encounter was set up in December 2003 to ensure that bereaved children and their families receive the best possible support following the death of a loved one. Grief Encounter is a leading UK bereavement charity, providing free, professional services and support to bereaved children, young people and their families. We predominantly work in London and Bristol whilst also having a national reach through our helpline 'grieffalk' and through the distribution of Grief Relief Kits.

JOB TITLE:	Senior Philanthropy Manager
SALARY:	£46,000 - £50,000 per annum
LOCATION/BASE:	Mill Hill office base with some flexible home working
CONTRACTED HOURS:	40 hours a week, 5 days a week
RESPONSIBLE TO:	Head of Fundraising
ACCOUNTABLE TO:	Board of Trustees

JOB SUMMARY:

With a charity fundraising target of £1.6m this financial year, the Senior Philanthropy Manager will support the Head of Fundraising and wider fundraising team, to shape the planned growth in income and personally solicit donations from Major Donors/Patrons and Corporate Sponsors. By providing exceptional relationship management and inspiring and engaging existing and new supporters in the work of the charity, HNWI's will be motivated to maximise their support of our work over many years. This role will include involvement in the design and delivery of a small number of events from intimate stewardship events through to our 2022 Flagship Gala Dinner which we hope will raise £1m net.

Working in a small, busy and passionate team, the Senior Philanthropy Manager will also support the growth of other income lines, such as Treks and Challenges and Corporate Partnerships, by identifying and introducing new opportunities to achieve our team fundraising target. They will have excellent relationship building and account management skills as well as strong administration, verbal and written presentation skills.

KEY OBJECTIVES:

In this role, you will be working towards the following key Objectives. However, given the size of the fundraising team, the role will be flexible and may vary according to the needs of the team and the background and experience of the successful candidate:

Major Donors/Patrons

- Create and manage a pipeline of new high value prospects, plan approaches, secure meetings and plan compelling cases for support in order to secure new, long-term Patrons/high value supporters and major gifts
- Stewardship of a portfolio of high value supporters, engaging and leading each individual relationship to deepen their long-term philanthropic relationship with the charity as well as getting introductions to their networks to widen our fundraising base.

Corporate Sponsors and Events

- Researching and identifying, pitching to, negotiating with and ongoing stewardship of new major corporate sponsors to maximise the ROI of Grief Encounter fundraising events from the Gala Dinner to our annual Forget-Me-Not Walk.
- Supporting the team with the organisation and delivery of fundraising and stewardship/thank you events, such as the Gala Dinner taking place in November 2022, which will require organisational, planning and creative skills with a knowledge of how to nurture opportunities to raise funds in keeping with the culture of Grief Encounter.

Other fundraising opportunities

- Identifying people, companies and other opportunities to raise funds from other growth income streams, such as teams to fundraise for an International Trek, companies to organise an extreme bike ride or an Individual to fundraise in memory of someone significant.

To achieve these Objectives, the Senior Philanthropy Manager will be expected to:

- Strive to continuously deliver exceptional relationship management and exceed targets
- Have strong communication skills to work closely with Grief Encounter Relationship Managers and the wider team to explore, identify and secure additional opportunities through existing relationships with donors and Patrons
- Continuously monitor and evaluate your efforts of securing income to be able to report on, and illustrate, the impact of your work towards achieving your Objectives
- At monthly one to ones, feed in accurate forecasting and pipeline figures for each relationship, supporting the Head of Fundraising with accurate budgeting, phasing and reforecasting of income
- Suggest and be supportive in the production of current, accurate and compelling materials such as Corporate Sponsorship proposals, Patronage updates through to Impact reports for supporters

- Have a personal interest to develop knowledge and understanding of childhood bereavement and Grief Encounter services, as well as our costs and funding needs, to be able to talk confidently with a wide range of stakeholders
- Use Etapestry (CRM) system to accurately and regularly to record comms, meetings and actions/agreements, and ensure income is accurately recorded
- Stay abreast of developments in the charity and fundraising sector.

CHARITY DEVELOPMENT:

- Use Etapestry (CRM) system to accurately and regularly to record comms, meetings and actions/agreements, and ensure income is accurately recorded
- Maintain and develop organisational culture, values and reputation with all stakeholders, staff, customers, suppliers, partners and regulatory/official bodies;
- Network and liaise with outside agencies.
- Uphold, safeguard and promote the organisation's values and philosophy relating particularly to ethics, integrity, corporate and social responsibility and environmentally sound policies and procedures.

Experience. The candidate must:

- ideally have at least 2 years' experience within a fundraising environment, securing, nurturing and stewarding high net worth individuals
- be able to identify potential new business prospects and have experience of writing proposals and delivering pitches
- have strong communication and interpersonal skills with the ability to present orally and in writing
- be proactive and able to prioritise your workload in order to deliver multiple projects at the same high standard
- have the ability to set clear direction and forward thinking realistic plans
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- have the ability to influence, negotiate and persuade others to gain acceptance or agreement of ideas and approaches;
- have a competent level of computer literacy, including use of Microsoft Outlook, Word, Powerpoint, Excel and the Internet
- have excellent communication, interpersonal, organisational and team working skills
- be self-motivated, be able to work from home and be able to travel to and around London and other areas as required
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- be respectful, non-judgemental and empathic towards clients/colleagues



- show a sense of responsibility and commitment to organisational excellence with integrity, honesty and professionalism.

REVIEW:

There will be a 6-month probationary period, following which there will be a 1 month notice period. This job description will be reviewed as necessary to meet the needs of the service on no less than an annual basis in consultation with the post holder.

This post is subject to an enhanced search with the Criminal Records Bureau.