

## Senior Philanthropy Manager

<b>Duration:</b>	Permanent
<b>Salary:</b>	Circa £58,000
<b>Job Level:</b>	Level 3
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered.
<b>Disclosure Level:</b>	Basic. This role involves limited direct/ indirect work with children
<b>Reports to:</b>	Head of Philanthropic Partnerships
<b>Location:</b>	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

### ABOUT THE ROLE

The Philanthropic Partnerships Department sits within UNICEF UK's Partnerships & Philanthropy directorate, alongside the Corporate, Foundations, Sport, Soccer Aid, Scotland and Intelligence teams, managing high value income partnerships which deliver impact for children worldwide.

Within the Philanthropic Partnerships Department, the Philanthropic Partnerships team works specifically with philanthropists at all levels as well as with our faith and membership organisations. The team drives partnerships through excellent relationship-based engagement with currently eight specialised relationship managers. This role works with and alongside our Principal Gifts income stream and Special Events team.

The Philanthropic Partnerships Department as a whole raised c. £17m in 2022 and is a priority area of development for UNICEF UK with ambitious aspirations for transformational and sustained growth. The Senior Philanthropy Manager will join a team of high-performing fundraisers who maximise income and support for UNICEF through stewarding existing relationships and building new high value relationships with individuals.

The postholder will develop a strong knowledge of UNICEF's work and build positive relationships with philanthropy prospects in order to effectively solicit multi-year gifts. They will manage their own portfolio of donors, identify supporters in the current pipeline capable of uplifting their support and bring in new supporters to significantly grow our major donor pipeline.

### What we will expect you to achieve

- With your own donor portfolio; develop strategic, face-to-face relationships with new and existing high value supporters, delivering excellent stewardship and cultivation,

deepening supporters' relationships with UNICEF and asking at the right time for multi-year financial support.

- Develop our donor pipeline by working with the Philanthropy Manager(s) and Prospect Research Team to steward and develop relationships with effective monitoring of moves management system.
- Take the initiative to further drive growth by engaging new philanthropists with UNICEF's work and encouraging existing supporters to engage their peers and contacts.
- Support the Head of Philanthropic Partnerships, delivering and giving relevant information about progress of products, supporters, finances etc, and deputise for the Head on occasion at relevant meetings.
- Support the Philanthropy team by:
  - Contributing to the annual planning and reporting process
  - Monitoring, evaluating, and reporting against income targets and risk on a monthly, quarterly and annual basis
  - Promoting best practice in SRM usage and donor management
  - Proactively grow your understanding and knowledge of UNICEF's complex work around the world so that you can be an informed source for supporters.
- Develop excellent relationships with UNICEF colleagues within the department, directorate and beyond to effectively deliver the team's work, actively supporting colleagues through sharing expertise and experience, mentoring where required.
- Where appropriate, accompany partners on international programme visits.
- Ensure that all donor records are accurate and up to date and that all information relating to donors and prospects is produced and stored in line with data protection regulations and best practice.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices in all aspects of your work as referenced in [Our Shared Commitment](#).

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### Effective Behaviours

#### Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a better world for every child.
- Develops effective relationships with target supporter groups enhancing their knowledge and involvement of UNICEF's work.
- Considers partners' needs and pressures, balancing their expectations with doing what's right for children.

#### Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support
- Superb interpersonal skills, and comfortable making direct contact with individual donors, to discuss interest and commitment.

#### Positive Relationships

- Nurtures Strong professional Relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives.

#### Efficiency and effectiveness

- Responds flexibly to unforeseen events such as emergency responses to ensure that effectiveness is not compromised
- Suggests simplifications to overly complex ways of working to improve results.

#### Results focused

- Reviews results and extracts learning to optimise future performance.

### Relevant experience

- Experience of securing significant partnerships of at least 6 figures from individuals or family foundations and managing relationships with major supporters
- Ability to work across multiple projects at one time, engaging colleagues and stakeholders at multiple levels
- Experience of working with senior staff and volunteers to achieve success
- Ability to work with programme experts and other fundraising teams, to design bespoke fundraising proposals
- Line Management of one or more direct reports

### Specific knowledge and skills

- Knowledge of the current philanthropy and High Net Worth Individual landscape and insight into future trends and how charities are catering to this landscape
- Knowledge of different forms of philanthropic motivations, giving mechanisms and fundraising strategies, particularly from a younger philanthropic audience.
- Knowledge of Excel and budgeting
- Use of Sales Force or similar CRM software