

Philanthropy Manager Role

Duration: Permanent

Salary: Circa £45,000 per annum

Job Level: Level 4

Hours: **35 hours per week**

Disclosure Level: Basic. This role involves no direct or indirect work with children

Reports to: Senior Philanthropy Manager

Location: Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we work alongside partners and communities to help realise children's rights and build a better world for every child. We are committed to an inclusive workplace where people feel valued, supported, and able to thrive – connected by shared values, a sense of purpose and a collective commitment to making childhood unstoppable.

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 TEAM

The Philanthropic Partnerships Team at UNICEF UK sits within the Public and Partnerships Engagement Directorate, within the Philanthropic Partnerships Department and alongside the Corporate, Foundations, Soccer Aid, Marketing, Communications, Creative, Ambassador Relations and Supporter Care Teams, managing high-value income partnerships which deliver impact for children worldwide.

The Philanthropic Partnerships Team work with high net worth individuals (HNWIs) based in the UK, driving partnerships through excellent relationship-based engagement. Our focus is on soliciting support to fund unrestricted resources, emergency responses and priority global programmes. In addition to this, the team also offers philanthropists the opportunity to focus their giving on projects and programmes which align to their personal giving interests and strategies.

ABOUT THE ROLE

The Philanthropy Manager will join a team of seven high-performing fundraisers who maximise income and support for UNICEF through stewarding existing relationships and building new relationships with HNWIs.

Your role will be to steward and uplift existing high-value supporters, and identify and cultivate new high-value supporters through excellent relationship management, to secure multi-year income and grow our major-donor pipeline.

What we will expect you to achieve

1. Proactively develop strategic, face to face relationships with new and existing high value supporters, delivering excellent stewardship and cultivation and asking at the right time for multi-year financial support.
2. Develop creative and relevant supporter journeys with a view to retaining and growing the number of HNWIs supporting UNICEF UK, establishing appropriate donor recognition and stewardship activities.
3. Build relationships with influencers and connectors across the high-value ecosystem to facilitate peer introductions, open new networks of supporters and ensure the most effective approaches are made to secure funds.

4. Develop excellent relationships with UNICEF colleagues within the department, directorate and beyond to effectively deliver the team's work, actively collaborating and supporting colleagues through sharing expertise and experience
5. Invite and host donors to appropriate high-level events and visits, and explore opportunities to co-create bespoke events to secure income and introductions to new supporters.
6. Support the Philanthropic Partnerships Team by:
 - a. Contributing to team strategic and operational planning and reporting processes
 - b. Monitoring, evaluating, and reporting against income targets, KPIs and risk on a monthly, quarterly and annual basis
 - c. Where appropriate, leading development of new opportunities, products and strategic drivers
 - d. Proactively growing your understanding and knowledge of UNICEF's complex work around the world so that you can be an informed source for supporters.
 - e. Representing the Team on internal forums and projects
 - f. Contributing to team processes and supporting efficient, effective ways of working
7. Modelling best practise in donor management and SRM usage, ensuring 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.
8. Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

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 world that is fit 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

Efficiency and effectiveness

- Manage conflicting priorities to ensure that objectives are achieved and deadlines met.
- 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

- Prioritises and sustains focus on work that will have the greatest impact on agreed aims
- Reviews results and extracts learning to optimise future performance

Positive Relationships

- Nurture strong professional relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives.

Relevant experience

- Proven experience of securing significant (5 and 6 figure) donations, year on year, from HNWIs and developing and managing high quality relationships with a portfolio of major supporters
- Good experience of working across multiple projects at one time, engaging colleagues and stakeholders at multiple levels and working with senior staff and volunteers to achieve success.
- Great experience working with programme experts and other fundraising and enabling teams to develop new opportunities, design bespoke fundraising reports and proposals and develop prospecting plans.
- Experience of managing fundraising products and initiatives and driving innovation.

Specific knowledge and skills

- Superb interpersonal skills, comfortable making direct contact with individual donors to discuss interest and commitment
- Entrepreneurial mindset: driven by fundraising targets; proactive and self-motivated, with the confidence to identify and develop new opportunities; able to solve problems and innovate.
- Knowledge of the current philanthropy and High Net Worth Individual landscape and insight into future trends
- Knowledge of different forms of philanthropic motivations, giving mechanisms and fundraising strategies
- Knowledge of Excel and budgeting
- Use of Sales Force or similar CRM software