



PHILANTHROPY MANAGER (MATERNITY COVER)

The UK's leading interfaith organisation is looking for a passionate, motivated, and organised individual to join our Income Generation & Engagement (IG&E) Team.

The Faith & Belief Forum has worked for over 20 years to build good relations between people of all faiths and beliefs, and to create a society where difference is celebrated. Our vision is a connected and supportive society where people of different faiths, beliefs and cultures have strong and lasting relations.

To achieve this vision, we create spaces in schools, universities, workplaces, and the wider community where people from different faiths, beliefs or cultures can meet and learn from each other. We reach over 16,000 people a year in the UK through our programmes. This kind of direct contact between people is often the most effective way to tackle prejudice and challenge stereotypes – and create understanding and trust between people.

Following the trends in the funding landscape we have made the decision to bring together our major donor and trust & foundations functions by establishing one Philanthropy team. This part-time fixed term contract will manage the fundraising team and is a fantastic opportunity for an experienced fundraiser to use their skills to make an instant impact on the charity with the support from other colleagues within the IG&E team. We have a well-developed pipeline of trusts and foundations, and a small but committed network of donors and high net-worth individuals (HNWI). This role will be instrumental in utilising and developing these income streams and taking the organisation closer to its goal of securing £2 million a year. This role reports into the Head of Income Generation & Engagement and one of its key responsibilities will be managing the fundraising team, ensuring its efficiency and success.

Our next 5-year strategy, scheduled to be launched in April 2022 is being developed, so there is significant scope to develop ideas and help shape our vision for the future. This role involves:

- Facilitating conversations between HNWI and the charity's leadership to build financial support for our work.
- Researching, networking, and meeting with prospective donors and supporters.
- Designing high quality events to showcase our work to current and potential donors.
- Working with our programmes team to develop and deliver relevant funding bids.
- Working with the wider Income Generation & Engagement Team managing more junior staff to achieve their potential.

To do this, you will need to:

- Have experience of personally securing six-figure gifts from individuals or trusts/organisations.
- Managing pipelines that work towards 7-figure team targets.
- Experience designing large-scale high-profile events and communicating this vision to a delivery team
- Be willing to work remotely, have flexibility and be proficient in IT systems.

You will be joining an organisation that embodies the inclusive and welcoming values we want to see in wider

society. We pride ourselves on our diverse and collaborative working environment, where your passion and dedication will be rewarded through a flexible [benefits](#) package and ongoing support. At our most recent staff survey, 100% of staff said believe in the aims of the Faith & Belief Forum and 100% enjoy the work they do.

If you feel this role is for you, please visit www.faithbeliefforum.org/about/careers to download the job description and person specification, and information on how to apply.

The deadline to apply is 9am Thursday 29 July 2021. If shortlisted, you will be invited to attend an interview end of w/c 2 August over Zoom. We are looking for someone available to start as soon as possible.

We believe that in order to effectively serve our beneficiaries; our work must be influenced by a broad range of voices. Therefore, we actively encourage applications from people who are currently underrepresented in our staff team. This would include BAME candidates and those who identify as Sikh, Hindu, Buddhist, and Jain. We celebrate difference and are committed to creating a working environment where everyone is included.

Unfortunately, we cannot accept applications from individuals without the right to work in the UK.

Job Description

Job Purpose: To lead the fundraising department, implementing a strategic approach to achieving the organisational aims with donors and other stakeholders.

Salary: £18,371.40 (pro rata based on FTE £30,619) + London allowance if applicable

Contract: 1 Year Fixed Term Contract (maternity cover)

Location: Flexible – open to UK travel

Hours: 22.5 hours 3 days/week (0.6 FTE) willing to occasionally work evenings and weekends.

Reports to: Head of Income Generation & Engagement

Duties and Responsibilities

To lead the fundraising department, implementing a strategic approach to achieving the organisational aims with donors and other stakeholders.

Strategy, Vision & Delivery

- To write and implement a strategy for the Fundraising department.
- To supervise delivery of F&BF's Trusts & Foundations fundraising (ensuring targets are reached) this includes but is not limited to
 - Researching and developing a pipeline of 6 figure grant applications
 - Writing successful grant applications to support both core and specific programmes
 - Stewarding existing partners with a view to securing renewed support
 - Reporting and updating the pipeline in Salesforce
- To supervise and manage F&BF's High Net Worth Individual (HNWI) relationships (ensuring targets are reached) this includes but is not limited to
 - Researching and developing a pipeline of HNWI in Salesforce
 - Creating bespoke solicitation plans
 - Managing F&BF's flagship annual Gala Dinner along with a board of HNW volunteers – this event will be held online this year.
 - Stewarding a small prospect list of highly engaged donors
 - Develop a strategy to further involve senior volunteers including MP's, councillors and leaders in business.
- To review evaluation procedures for the IG&E team, ensuring data is collected and analysed appropriately.
- To consider & produce reports on the implications of what the evaluation data is suggesting.
- To observe delivery to ensure quality control (where appropriate)
- Oversee the organisation of philanthropic engagement activities e.g., events, receptions, and conferences.
- To identify and lead on the delivery of ideas for innovation, growth, sharing our learning, and continuing relationships with stakeholders.

Staff Development

- To lead the Fundraising department, staff to “think big” about the impact their activities can make, and to “think in detail” about how to achieve the aims.
- Performance management and staff development, working with others to create new structures, as necessary.
- Recruitment of staff and facilitators.

Finance and Communications

- Utilise the Salesforce CRM to build and develop pipelines for various income streams to ensure consistent income generation working towards a team target of £2 million per annum
- Regular reporting on income streams
- To be an ambassador for F&BF, helping promote the whole organisation through speaking about our work in public, social media, writing articles/blogs.
- To identify and develop relationships with potential and existing donors and stakeholders (and to review existing relationships to renew or increase donations)
- To keep track of the requirements of funders and oversee the production of reports as necessary
- To manage the programme budget (with support)
- To explore other revenue generating opportunities
- To oversee external marketing and communications (event publicity, brochures, exhibition guides, newsletter, social media) for the Fundraising department
- To support/lead on F&BF's Policy initiatives in areas relating to the Fundraising Department

General

- To help lead the organisation in achieving the organisational aims (below)
- To assist in the development and assessment of F&BF's organisational strategy
- To be an active participant in F&BF's Management Team, leading on some organisational initiatives, and cross-team collaborations to ensure a good working environment for all staff.
- Undertaking other initiatives necessary to ensure the successful implementation of the work of the organisation.

Organisational strategic goals:

- To equip more learners with the skills and tools they need to handle and influence relations between different faiths and beliefs.
- To generate stronger community-based movement, with youth at the forefront.
- To project the voices of those we support and the impact of our partnership with them.

Person Specification:

It is essential to have sensitivity to the issues surrounding this area of work and a proven commitment to the aims of the Faith & Belief Forum.

We welcome experience and skills from all areas of a person's life, including volunteering, community work, paid work and education.

You **must** have experience of the following:

- Writing and securing six-figure grant/bid applications or securing six-figure gifts from individuals.
- Donor pipeline creation and management.
- Relationship management with High Net Worth Individuals (HNWI)
- Securing funds through designing high-profile events such e.g., cultivation events, gala dinners, awards ceremonies etc.
- Managing people to achieve their potential.
- Face to face fundraising with HNWI.
- Working individually and as part of a team.

It would be **advantageous** to have knowledge of the following:

- National Lottery Funding application and stewardship experience
- Securing funds from local authorities and government bodies
- Corporate fundraising
- Salesforce