

Role Profile: Philanthropy Manager



What you will do

- Support the sustainable, ambitious growth of our Major Donor programme that will grow in volume and reach in coming years, taking Mencap to new heights of support.
- Manage a portfolio of new and existing relationships with philanthropists and grant-makers; providing first class creative relationship management, proactive engagement and efficient reporting.
- Build and manage a pipeline of sustainable income – with a heavy focus on acquisition – supported by the Senior Philanthropy Manager and Senior Leaders across the organisation.
- Secure five and six figure gifts and make change for people with a learning disability.

About you

You are an ambitious, experienced fundraiser with a talent for philanthropy acquisition and securing £5k+ figure gifts from individuals, and you are passionate about changing the world for everyone with a learning disability.

What you will bring

- An ambitious and creative approach to Major Donor fundraising
- Knowledge and understanding of Major Donor fundraising key issues and opportunities
- Excellent relationships management abilities with the gravitas and skill to influence and engage cold and warm contacts
- Strong written and verbal communication skills
- Strategic thinking with the ability to convey complex and emotive topics in a clear and compelling way

Your experience

- Securing five-figure+ sums from Major Donors
- Proven experience of building long-term effective relationships with senior stakeholders, both internal and external
- Experience of working with and to a wide range of financial and non-financial KPIs





About the Role

Salary: £45/46kTBC

Hours:
37.5 Monday-Friday.

You will need to be flexible to travel and attend meetings occasionally outside of working hours.

Key Responsibilities

- Deliver all income and activity targets.
- Manage a portfolio of new and existing high value (philanthropist and grant-maker) relationships and implement first class stewardship and relationship management.
- Cultivate and steward existing donors to create long lasting and lucrative relationships.
- Identify new prospects and design detailed, bespoke donor plans and journeys to secure multi-year significant income.
- Secure gifts from Major Donors, through sector-leading asks, compelling proposals, engaging presentations, well prepared, goal-orientated meetings and through the use of senior leaders and volunteers.
- Develop and lead a high value and mid value giving programme, identifying potential Major Donors and creating a portfolio of reliable support.
- Support Events colleagues to deliver an ambitious high value events programme; through relevant and timely supporter communications and in maximising relationships appropriately through the High Value events calendar.



Key Responsibilities

- Manage, monitor and maintain the delivery of financial and non-financial KPI's to ensure that personal, team and departmental targets are achieved.
- Ensure accurate and timely reconciling and reporting against income, expenditure and KPIs internally for Philanthropy (monthly, quarterly and annually) to the Senior Philanthropy Manager.
- Ensure all due diligence and compliance procedures are adhered to.
- Proactively network and influence external partners, stakeholders and decision makers, acting as an ambassador for Mencap.
- Contribute to wider departmental planning with informed forecasting and evidence-based projections for the short, medium and long term and work closely with colleagues to maintain oversight of delivery projects.
- Develop a strong understanding of learning disability and Mencap services to demonstrate the impact High Net Worth Individuals can make to our work and the lives of people with a learning disability.
- Regularly update the CRM database with information on prospects to ensure that accurate records are kept, the pipeline is up to date and key information is shared across the organisation.
- Ensure up-to-date contracts are in place with all funders where required.
- Undertake any other reasonable duties.

Role Profile:



More about the role

Job Title: Philanthropy Manager

Report to: Senior Philanthropy Manager

Line reports: N/A

Department: High Value Relationships

Location: Hybrid

- On occasion the post holder will be required to travel across the UK and overnight stays may be required.
- Occasionally required to work weekends and attend evening events and meetings.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

What will Mencap give you

24 days annual leave + all UK Bank Holidays
Amazing benefits + pension
Full support in the role and training
Flexible working options

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on 01733 246699

Who you can expect to work with

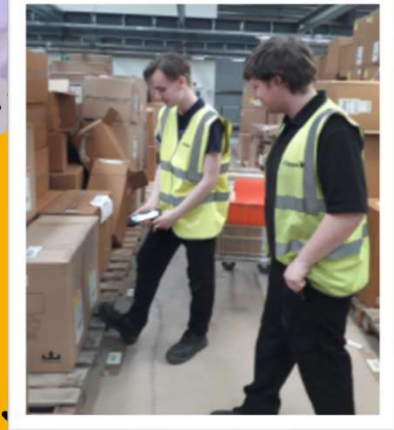
High Value Relationships and wider Fundraising Teams

Senior leaders at Mencap

Colleagues across our delivery Teams

Finance, L&D, and HR Business Partners

Colleagues with a learning disability



Mencap's values and how they apply to this role

We are
Passionate
about making
the world a
better place

You will have a genuine passion for changing the lives of people with a learning disability.

We are
Inclusive
of everyone

You will work collaboratively and be a positive role model for others.

We are
Brave
we challenge
and try new
things

You will encourage colleagues and donors alike to innovate, stand up for what they believe in and push boundaries.

We are
Positive
in our work
and with each
other

You will celebrate successes and share stories about how our supporters are making a difference.

We are
Kind
to everyone

You will be kind, supportive and encouraging to everyone you interact with.