



Job Title:
Reporting to:
Directorate
Direct Reports:

Philanthropy Manager
Head of Philanthropy & Partnerships
Fundraising
2

Job Band: 2
Team Philanthropy and Partnerships

Job Summary

The Philanthropy Manager role is crucial to the success of a developing Philanthropy and Partnerships team and is responsible for leading the Philanthropy programme to meet ambitious growth targets for the future of St John.

This specialist role, working with influential philanthropists and stakeholders is responsible for implementing a best in class Philanthropy programme in order to raise £4million by 2023, inspiring donors and prospects to invest for the long term in the invaluable work of St John, building resilient communities and empowering the next generation of young people.

With the centenary year of St John's work with young people in 2022, we will be launching a Development Board and hosting a Royal Gala event, instrumental in driving this growth therefore, this role is critical in St John realising our fundraising ambitions to support communities across England.

Key Responsibilities

- Lead, support and inspire the Philanthropy team, ensuring that it has the capacity and resources to meet its objectives, and targets whilst having development objectives in place to ensure our team continues to develop and progress
- Working with the Head of Philanthropy & Partnerships to develop operating plans and set targets annually for Philanthropy. Recommend, monitor and manage an annual budget and five-year plan with detailed breakdown, rationale and KPIs
- Direct responsibility for implementing and managing a new Development Board, leading its progress to drive significant income growth and inspire long term loyalty from members
- Responsibility for leading complex philanthropic proposals, bringing together the information and expertise from key stakeholders in Operations, Finance and Senior leadership
- Direct responsibility for cultivating and managing a portfolio of your own major donors and prospects with overarching direct responsibility for the Philanthropy pipeline
- Inspire best practice and role modelling within the Philanthropy team and the Fundraising directorate more widely to ensure St John provides excellent, inspiring and thoughtful stewardship to donors, developing systems and processes to ensure effective relationship management
- Work closely with senior stakeholders both internally and externally such as our CEO, Chair and Board members as well as International Priory Group members and donors to cultivate and steward major donor relationships in order to provide a bespoke and meaningful experience to donors to inspire them to continue to support the work of St John
- Collaboration with colleagues within fundraising and across the organisation to identify and cultivate new prospects in order to grow the Philanthropy pipeline
- Support the team to build an insight driven culture, ensuring all data is collected and stored in a legally compliant manner based on regulation from the Fundraising Regulator and ICO, as well as regularly undergoing learning reviews to ensure we learn from our successes and identify areas of improvement
- Manage the Philanthropy budget, ensuring timely forecasting, alerting risk and finding mitigations where possible
- Provide critical input into the special event strategy to ensure that the events are fit for purpose to cultivate and steward major donors and to ensure St John wide events have the appropriate tailoring for major donor audiences
- Be responsible for database screening activity where required
- Create relevant bespoke communications such as reports and proposals as well as marketing materials
- Champion and exemplify compassionate leadership and St John values
- Engage, involve and empower St John People in problem-solving and improving the organisation
- Actively promote diversity and a variety of perspectives across the organisation
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

Important things you need to know about this job

- On occasion work outside of normal working hours to represent St John at our own or relevant donor or sector events
- Be required to travel for donor meetings where appropriate.

Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C / 4) including Maths & English, minimum 5	✓	
Experience		
Significant experience operating and driving philanthropic income growth at a senior level	✓	
Significant experience and a proven track record of cultivating and stewarding six and seven figure relationships	✓	
Experience of working closely with senior individuals internally and externally such as Directors, CEO, Chair, senior volunteers, Patrons and Trustees	✓	
Experience of leading, inspiring and motivating fundraisers, supporting them in their development to drive a culture of excellence	✓	
Responsibility for creating or managing a Development/Appeal Board		✓
Seasoned experience as a motivated self starter, confident in taking the initiative to drive forward plans from creative ideation into reality	✓	
Experience of managing, delivering and reporting on an annual budget	✓	
Developing and implementing strategy to successfully grow income		✓
Working within a fundraising team	✓	
Project managing the development of complex proposals	✓	
Developing and delivering bespoke cultivation and stewardship events		✓
Trust and Foundation fundraising expertise and bid writing		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with the ability to build relationships with a variety of stakeholders and to be an outstanding communicator both in person and in writing	✓	
Exceptional organisational and time management skills, with the ability to manage conflicting priorities and forward plan	✓	
A team focused outlook with the ability to positively contribute to the work of the wider fundraising team and the organisation as a whole to achieve goals	✓	
Good negotiation skills; with the ability to challenge colleagues effectively to achieve the best outcome for the organisation	✓	
The ability to work collaboratively and influence effectively across all parts of the organisation	✓	
Ability to think strategically and translate goals into effective plans		✓
Big picture thinking	✓	
Excellent attention to detail	✓	
Excellent computer literacy of CRM systems and be able to use MS Office products at intermediate level	✓	
Role model a values-driven approach	✓	
Demonstrate a compassionate and emotionally intelligent leadership style	✓	
Be open to feedback and the learning that comes from it	✓	
Be prepared to take action when poor behaviour is observed	✓	
This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.		
Initials: CR	Date of preparation: 25/11/21	
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