



Job Title:
Reporting to:
Directorate
Direct Reports:

Philanthropy Senior Fundraiser
Philanthropy Manager
Fundraising
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Job Band: -
Team **Philanthropy & Partnerships**

Job Summary

This Philanthropy Senior Fundraiser is a new position as the dedicated philanthropy expert as part of an ambitious multi-year, multi-million pound campaign to reimagine and bring to life St John's rich history dating back to the 11th century – ensuring that our significant collections in our Museum as well as our historic buildings nestled in the heart of Central London are a must-see for audiences old and new.

The post holder will be responsible for leading the fundraising drive in order to make this landmark appeal a reality, managing a portfolio of relationships and providing first class stewardship, inspiring donors and prospects to invest for the long term by connecting them to the project and the impact of their donation

Key Responsibilities

- Manage a portfolio of your own major donors and prospects with the capacity to give six figure gifts to a new, inspiring heritage project
- Lead the engagement between the Fundraising Directorate and this ambitious heritage project, providing timely updates on progress whilst escalating any risks of the project to be flagged for early mitigation, to ensure the long term success of the appeal and to meet critical timelines
- Lead on the development and progress of the fundraising appeal pipeline, working alongside fundraising colleagues to build a qualified and moving prospect pipeline, focusing on exceeding our financial targets
- Working alongside the Head of Philanthropy & Partnerships and the Philanthropy Manager to raise the profile of philanthropy across the charity, ensuring a culture of exceptional relationship management in the development and delivery of this ambitious project
- In collaboration with colleagues in the Priory of St John, using your expertise in donor management, lead on translating this landmark project into an accessible, meaningful case for support
- Working 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, providing a bespoke and meaningful experience to donors to inspire them to continue to support the work of St John
- Work closely with colleagues in the Philanthropy and Partnerships teams to supervise appropriate joint account management of heritage donors where necessary. Work collaboratively with other fundraising teams to support engagement in the appeal from other networks and key stakeholders such as Community Fundraising.
- Oversee the financial reporting for the appeal, ensuring timely forecasting, alerting risk and opportunities
- Work collaboratively with the Philanthropy Manager and Head of Philanthropy & Partnerships to continue to develop and refine strategy focused on ensuring long term success
- Create relevant bespoke communications such as reports and proposals as well as marketing materials to support the appeal
- Ensure GDPR compliance working alongside colleagues in Fundraising and Information teams to ensure appropriate and best practices are in place
- Providing and supporting any other duties commensurate with this role where required

Important things you need to know about this job

- You must be committed to and role model our HEART values
- You will on occasion work outside of normal working hours to represent St John at our own or relevant sector events
- You will 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 philanthropy income growth at a senior level	✓	
Directly responsible and with a proven track record of cultivating and stewarding major donor relationships at the five, six and seven figure level	✓	
Fundraising experience as part of a multi-million pound appeal		✓
Working in the arts and heritage sector		✓
Experience of working closely with senior individuals internally and externally such as Directors, CEO, Chairman, senior volunteers, Patrons and Trustees	✓	
Confident in developing and leading the implementation of strategy to successfully grow income		✓
Seasoned experience as a motivated self starter, confident in taking the initiative to drive forward plans from creative ideation into reality	✓	
Budgeting and financial forecasting	✓	
Working within a fast paced environment	✓	
Building and growing high performing teams		✓
Project managing the development of complex proposals	✓	
Creating and delivering bespoke cultivation and stewardship events		✓
Trust and Foundation fundraising expertise and bid writing		✓
People management		✓
Event management		✓
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	✓	
Big picture thinking	✓	
Excellent attention to detail	✓	
Excellent computer literacy of CRM systems	✓	
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	✓	
Be able to use MS Office products at intermediate level	✓	
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: 24/11/21	
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Ref: JDPS / Fundraising / Philanthropy & Partnerships / Philanthropy Senior Fundraiser/		