



bamboo  
fundraising recruitment



## ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

The Philanthropy Manager is an essential role within Restless Development's small yet growing fundraising team. Responsible for raising unrestricted income through building long term relationships with a range of individual donors; from regular giving, our next generation giving programme, small trusts and foundations, and major donors.

Currently the vast bulk of financial support at Restless Development comes from multiyear restricted grants. To ensure we are reaching our aims of maintaining a balanced budget and sustainable growth, we are committed to increasing investment in the Fundraising team in London with a view to growing unrestricted income year on year. The Philanthropy Manager is key to this, working closely with the Senior Fundraising Manager, senior leadership, trustees and patrons to network with and cultivate new and steward current financial supporters.

We are looking for a passionate, self-driven fundraiser with experience in getting support from individuals in the UK. The successful candidate will ideally have experience within a high performing fundraising team and will bring previous experiences and learnings to the role to shape the giving programme. This role is part of a small team, so the successful candidate will be a team player who is willing to support the wider team whilst balancing their own workload.

The role has a varied portfolio of donors, and experience in major donor management is desirable. You'll have to be passionate about what Restless Development do and be able to clearly explain and present that work and impact to our supporters. There'll be the occasional late night at an event, and you could be expected to accompany supporters on a visit to see our work in action in Africa or Asia. Once this role is established, we are looking to invest in this area of the team so this role will be responsible for sole major donors, and the Philanthropy Coordinator (aiming to be recruited for a October 2019 start) will take on responsibility of the mid-level supporters.

For more information on Restless Development's mission, values and work, please visit:  
[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

Contact Graham at Bamboo Fundraising to apply: [graham@bamboofundraising.co.uk](mailto:graham@bamboofundraising.co.uk)

## ABOUT

<b>Job title</b>	Philanthropy Manager
<b>Location</b>	Waterloo, London
<b>Salary</b>	£34,633 gross per annum
<b>Preferred start date</b>	May 2019
<b>Length of contract</b>	2 years
<b>Visa requirements</b>	Must have the right to work in the UK
<b>Reports to</b>	Senior Fundraising Manager
<b>Direct reports</b>	Philanthropy Coordinator - to be recruited for October 2019 (budget depending)
<b>Expected travel</b>	Potential travel around London and other areas in the UK. Regular evening and weekend work for which time off in lieu will be given. Occasional overseas travel to Restless Development Hubs may be required.

### Job requirements:

#### Manage current Major Donor portfolio (30%)

- Effectively manage our current major donor partnerships of £1,000 - £10,000 through a clear stewardship plan which includes: clear communications, events, regular calls and updates, meetings and access to other opportunities such as overseas trips
- Work with the wider Fundraising team to make the most of cross team opportunities for these partnerships, such as events and updates, but also to strengthen the work of other team members
- Retain support of current relationships at current level, whilst constantly looking for ways to maximize these relationships through different funding opportunities

#### Growth of Major Donor portfolio (40%)

- Drive forward a clear strategy for growth for growth of major donor relationships within the coming years
- Deliver on a agreed amount of new support each year, which is set in line with the opportunities available
- Identify potential individual supporters, including within our current networks, to cultivate and turn into financial supporters
- Work with senior stakeholders to convert these potential relationships into financial partnerships
- Create clear cultivation plans for all potential supporters which includes communications, meetings, events and other opportunities to engage them effectively
- Actively attend networking events and create opportunities to grow the major donor portfolio
- Continually assess the current supporter offer, and make amendments to keep it relevant and fit for purpose

#### Strategy and vision (10%)

- With support from the Senior Fundraising Manager, develop and implement a clear strategy for major donors for coming years who give up to £10,000
- Represent major donor partnerships at a senior leadership level, and other senior stakeholders, and continue to show them a clear vision of growth at every appropriate occasion
- Work with the Senior Fundraising Manager to ensure that this strategy is in line with the wider team's growth plans and represent this in shared fundraising spaces ie. team meetings, strategy and planning days

#### Systems and processes (20%)

- Update and manage cultivation plans to ensure regular contact, asks, thanks and other communications are going to partners and prospects
- Log relevant information onto Restless Development's database, Civi CRM
- Use Civi CRM to strategically manage workload and report on KPIs every month
- Manage the major donor income and expenditure lines in the budgets, by reporting back on the management accounts on a monthly basis with variances, along with feeding in to broader team planning on behalf of the individual giving stream
- Complete regular performance reports, feeding into the wider teams activities for senior leadership





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- Support wider agency hubs to work on major donor partnerships in their retrospective countries, and continuously look for ways for knowledge sharing and cross-team working
- Ad hoc - evening and weekend work with partners or for the wider team, including meetings and events (time in lieu will be given)
- Undertake any other duties as requested by the Senior Fundraising Manager to support the Fundraising Teams joint mission

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

Values	Behaviours	What we expect of the Philanthropy Manager
 <p><b>HEART</b></p> <p>We are who we serve. We are brave.</p>	Values-led	Embeds a values-led culture within their team; both recognising and rewarding behaviour which upholds the Restless Values and professionally challenging behaviours which do not.
	Innovation	Fosters a climate of innovation and continual improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.
 <p><b>HEAD</b></p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems.
	Decision-Making	Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions.
 <p><b>VOICE</b></p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Plays a key role in strategy development. May manage a small team, taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role.
	People Development	Drives their own personal development, committing to new challenges which build capacity for the organisation. Supports team members to fulfil their potential through effective performance management, mentoring and other opportunities for growth.
 <p><b>HANDS</b></p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively.
	Collaboration	Utilises their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organisation and/or current issues. Cultivates national partnerships.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Major donor fundraising experience</li> <li>• Strong written communication skills</li> <li>• Excellent planning, organisational and logistical skills</li> <li>• Ability to manage relationships with multiple stakeholders</li> <li>• Ability to work to deadlines and balance multiple priorities</li> <li>• Ability to manage own time and work autonomously</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to work as a team to meet deadlines and targets</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Strategy development and implementation experience</li> <li>• Management experience</li> <li>• Interest and knowledge of International Development</li> </ul>

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions of 3% for a manager.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

### Travel and medical insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

### Relocation package

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

## KEY DATES

### Application deadline: Friday 19 April 2019 at 9am

Interviews will take place:

- First round: 23-26 April 2019
- Second round: 29-30 April 2019

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