Corporate and Foundation Philanthropy Manager

Department: Office Philanthropic Partnerships and Alumni, External Relations
Hours of work: Full Time/37 hours per week
Contract type: Fixed Term - 12 month maternity cover
Salary: £42,155 - £51,805 a year
Main purpose of the role

The role of Philanthropy Manager is to inspire and encourage transformative philanthropic income from corporate and foundation donors to the University of York. You will work to build engagement and involvement of potential donors and colleagues across the University to develop and deliver a pipeline of significant philanthropic gifts to priority themes and projects across the University’s research and public good agenda.

You will work with academics and senior management to shape and develop projects to ensure they become an exciting case for support for donor gifts and investment. This will involve multi-cause fundraising within and beyond faculties and departments.

You will manage a portfolio of corporate and foundation donor prospects and have responsibility and accountability for communication, events and content production relevant and appealing to these prospects, including liaising with academic theme coordinators to determine this.

With the support of the OPPA’s Research and Stewardship Teams, the Philanthropy Manager’s role is to ensure that their portfolio of prospective donors are taken through the stages of donor development – from initial research, through meetings and cultivation activity, to asking for gifts, due diligence, stewardship and donor progression, creating a sustainable pipeline of philanthropic income.

This is a demanding and rewarding role that requires resilience and a long term view. The post holder will work to individual financial cash and pledge targets and KPIs based on proposals developed and asks made.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

- Manage a personal portfolio of corporate and foundation donors and prospects, building those relationships, with appropriate and timely solicitation, securing gifts and multiyear six and seven-figure pledges to target.
- Create inspiring funding proposals and bids in partnership with the appropriate academic colleagues and in accordance with priorities of the University’s Public Good Agenda and Research Strategy.
- Cultivate potential donors by following up on leads from amongst the University’s community of alumni, staff, retired staff and friends.
- Work to targets and KPIs based on cash and pledge value, number of proposals created and asks made - creating a robust pipeline of pledged and cash income generated.
- Be the lead contact within OPPA for selected departments and themes - managing relationships
with corporate and foundation donors, and collaborating closely with professional services colleagues.

- Contribute to the planning and leadership of philanthropy at York, inputting into the continuous process of shaping and developing projects, contribute to overall fundraising strategy development and work with OPPA’s communications team to ensure corporate and foundation donors and prospects receive appropriate and exciting communication materials.

- Develop our cultivation and solicitation events programme for corporate and foundation and potential donors, taking the lead in project managing key events in the programme. More widely ensure there are opportunities to cultivate and steward key prospect and donor relationships at major University events.

- Ensuring consistent utilisation of giving circles and donor recognition programmes to develop institutional relationships with corporate and foundation donors.

- Accurately record information and communications, enquiries, research, gifts and pledges in a timely fashion on RE/NXT database.

- Manage data in relation to the prospect pool and donor pipeline performance, ensuring KPIs are all recorded in a timely and consistent manner.

The above list of duties is not exhaustive and is subject to change. You may be required to undertake others duties within the scope and grading of the post

2. University of York Responsibilities for Grade 7

Service and Operational Delivery

- Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.

- Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.

- Accountable for delivery of a service for a large or complex area or across multiple service areas.

- Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.

- Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues

Continuous Improvement

- Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.

- Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.

- Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
● Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.

● Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.

● Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution

● Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.

● Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.

● Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed

Collaboration and Communication

● Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.

● Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.

Governance and Oversight

● Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.

● Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.

● Horizon scan to understand emerging legislation and regulation and support consideration of the University’s response.

● Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation

● Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.

● Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.

● Lead large scale projects to facilitate major service or operational change.
### Person specification

**Role Specific**

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<th>Essential / Desirable</th>
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<tr>
<td><strong>Excellent oral and written communication skills, including the ability to understand and effectively communicate complex ideas or projects to non-specialist audiences through a variety of audiences</strong></td>
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<td><strong>Passion to engage and inspire donors, share stories and explain the impact of their giving</strong></td>
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<td><strong>Creativity and imagination to share a future vision with a donor and to co-create ideas and opportunities with donors and academics to a proposal stage and subsequently secure funding</strong></td>
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<td><strong>Ability to write in a clear, concise and persuasive manner for donor and prospective donor audiences, including brochures and funding proposals.</strong></td>
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<td><strong>Proven experience and proficiency at developing and maintaining a large number and wide range of relationships, both externally and with internal stakeholders. Ease at working with people and developing personable relationships with a wide range of people of all levels of authority.</strong></td>
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<td><strong>Experience of corporate and foundation fundraising, including a demonstrable track record of securing gifts at the six-figure level or more</strong></td>
<td>Essential</td>
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**Desirable**

- Highly motivated and able to work independently
- Knowledge of Raiser’s Edge / NXT database or similar relationship management database

**University of York Person Specification for Grade 7**

**Qualifications:**

- Level 6 qualification. (Qualifications at this level include a degree. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead large-scale projects
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office

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| Communicate to engage and influence others | Essential |
| Behaviours: | |
| Works collaboratively with others | Essential |
| Delivers a quality service | Essential |
| Develops self and others | Essential |
| Actively champions respect, inclusivity, equality and diversity | Essential |
| Identifies and implements continuous improvement | Essential |