

Philanthropy Manager: Engagement and Operations

Title:	Philanthropy Manager
Team:	Philanthropy
Duration:	Permanent
Location:	Central London, NW1 1BU
Starting date:	October 2017
Salary:	£38,000
Working hours:	Full-time
Minimum qualifications:	Graduate or equivalent
Reporting to:	Director of Philanthropy and Partnerships
Line Management:	Philanthropy Assistant (PA & Comms) and Philanthropy Assistant (Finance & Events)

About Impetus-PEF

Impetus – The Private Equity Foundation (Impetus-PEF) transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

In partnership with other funders we help our charities expand and we influence policy and decision makers so that all young people get the support they need.

Our Values

Our Values are the principles that we stand for and commit to, now and in the future. They are fundamental to us and guide us in everything we do. As an organisation;

We share a big ambition which we only achieve by working with each other. We bring our hearts and our heads into everything we do.

About this role

The Philanthropy Manager is an experienced and highly professional individual who will manage donor engagement for a portfolio of around 70 donors and facilitate the delivery of

the fundraising operations within the Philanthropy team. The Philanthropy Manager will be an energetic team player, able to manage a busy and varied workload.

Key responsibilities

- Deliver a volunteering programme via Impetus-PEF portfolio charities, liaising with charity contacts and our supporters to build relationships, and planning and delivering a programme of volunteering sessions.
- Help manage Impetus-PEF's portfolio of funding partnerships, including Corporates, Individuals and Grant Making Trusts, to ensure donors are engaged with Impetus-PEF's work and continue to support financially and through events and pro bono.
- Work closely with account managers to ensure effective stewardship over the course of donors' annual giving cycles, including monitoring renewal and reporting schedules, monitoring engagement and managing communications.
- Identify other donor engagement opportunities through relationships with portfolio charities, expand the range of opportunities available to donors in response to need and availability.
- Responsible for the development and delivery of the operational systems and processes across the Philanthropy team, including ensuring team members' familiarity with systems and processes as well as best practices.
- Line manage two Philanthropy Assistants and supervise their work.
- Oversee the Philanthropy Assistant's (Finance and Events) work with members of the Philanthropy team and Finance team, to ensure all financial data is captured and reported on a timely basis.
- Provide support to the Director of Philanthropy and Partnerships to ensure meticulous follow-up to the Chairman, Trustees, senior management and senior volunteers to encourage their participation and engagement.
- Ensure all communications with external stakeholders are prompt, clear and compelling; this includes the continuing testing and honing of all collateral to continuously improve engagement and stewardship strategies. Work with the Philanthropy Assistant (Comms) to deliver.
- Attend Impetus-PEF events to provide support to Philanthropy team.
- Represent the Philanthropy team on internal projects, working groups and committees as required.
- Demonstrate professionalism and best practice in all duties.
- Comply with the organisation's policies and procedures.

Personal specification

- Graduate or equivalent.
- Experience of corporate fundraising, major donor fundraising, including a good understanding of the corporate donor marketplace.
- The ability to work through the fundraising cycle with donors.
- Experience in developing partnerships
- Experience and knowledge of Microsoft Office Suite Technology, experience in using

- Salesforce or a comparable CRM system
- An organised, strong project manager with the ability to devise donor engagement plans and use project/account plans, budgets, and other financial information.
- Excellent line management and staff development skills
- Excellent written and verbal communication skills.
- Intellectually strong, able to grasp and interpret complex ideas, including the venture philanthropy model of Impetus-PEF and the private equity industry.
- Presence, credibility and ability to look beyond own area of expertise.
- Working well under pressure with the ability to meet tight deadlines in a fast-paced environment while managing multiple projects.

How to apply

If you are interested in applying for this role, please contact [insert] on [insert telephone number] or email your CV to Recruitment@Impetus-PEF.org.uk

Application deadline: 27 September 2017

Interviews: 16 & 18 October 2017

For examples of recent projects that Impetus-PEF have worked on and delivered, please see below:

Twitter: [@ImpetusPEF](https://twitter.com/ImpetusPEF)

Blog: www.impetus-pef.org.uk/blog

News Bites: www.impetus-pef.org.uk/newsletter

Our *Life After School* campaign: www.impetus-pef.org.uk/life-after-school

Our *Youth Jobs Index*: www.impetus-pef.org.uk/youth-jobs-index

Impetus-PEF reserves the right from time to time to make reasonable changes to this job description, to take account of organisational changes.

Impetus-PEF is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.