

Cystic Fibrosis why we're here

Job description

Job Title:	Philanthropy Executive
Reporting To:	Senior Philanthropy Manager (Major donors)
Department:	Fundraising
Salary:	£28,000 pa - £30,000 pa dependent on experience
Hours:	Full time 35 hours per week
Contract:	Permanent
Location:	Head Office, London with flexible working available

Main Job Role:

To work across the Philanthropy team, managing and developing a portfolio of high-net-worth individuals and trusts. Working closely with the Senior Philanthropy Manager and Head of Philanthropy to support the wider team and grow income in line with the Cystic Fibrosis Trust's overall objectives and plans to support and increase our impact for people with cystic fibrosis.

Main Duties:

Sixty-Five Roses Club

1. Oversee the day to day running of the Sixty-Five Roses Club, recruiting new members, stewarding members, and providing quarterly newsletter updates, developing, and delivering flagship events annually.
2. Work with colleagues in the community team to identify prospective Members
3. Make asks of prospective members and look for opportunities to uplift gifts.

Philanthropy

1. Manage and develop a portfolio of high-net-worth individuals and small trusts to meet personal income target
2. Manage and deliver the Small Trust Mailing programme delivering quarterly mailings and two-yearly updates.

3. Work with the Prospect and Lead Generation Manager to develop, recruit and steward the Trust's High Value Donor programme, through development of bespoke updates and communications.

Cross-team

1. Work closely with the Head of Philanthropy to ensure the effective running of the team and its support functions.
2. Work closely with the Conferences and Events Manager and Senior Managers to deliver a portfolio of events.
3. Maintain accurate and up to date records on NG, the Trust's database, recording all communications with supporters, and actively moving donors through the Pipeline.
4. Be the "go to" person for all queries between the Philanthropy and Corporate Partnerships and Supporter Care teams, providing information and advice when required.
5. Any other duties as may be reasonably required to ensure the effective running of the department.

Person Specification

Education and Qualifications	
Essential	Desirable
1. Educated to degree level	1. Relevant fundraising qualification

Experience	
Essential	Desirable
<ol style="list-style-type: none"> 1. Demonstrable charity fundraising experience either in corporate fundraising, major donor fundraising or event management. 2. Liaising with a range of stakeholders at all levels, both externally and internally, to deliver meaningful interactions. 3. Using CRM databases to record, extract and analyse data. 4. Managing projects using a range of tools and resources. 	<ol style="list-style-type: none"> 1. Experience of fundraising within a high value team 2. Experience of working with high-net-worth individuals and charitable trusts/foundations 3. Experience of using NG

Skills and Knowledge	
Essential	Desirable
<ol style="list-style-type: none"> 1. Able to think and act proactively, using own initiative. 2. Able to use/create systems to record, monitor and achieve individual and team targets. 	<ol style="list-style-type: none"> 1. Database marketing

<ol style="list-style-type: none"> 3. Effective interpersonal skills both written and oral to communicate, negotiate with, influence, and persuade a range of stakeholders. 4. Effective time-management with the ability to prioritise and respond to planned and unplanned demands. 5. Operational knowledge of Microsoft Suite (Word, Excel, PowerPoint, Outlook) and relational databases. 	
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Personal Qualities	
Essential	Desirable
<ol style="list-style-type: none"> 1. Able to focus on the achievement of targets without losing sight of 'bigger picture'. 2. Able to encourage others to commitment and action. 3. Able to work independently, flexibly and as part of a team. 4. Able to develop relationships within existing and new environments. 5. The intellectual curiosity to understand complex medical and scientific information relating to cystic fibrosis. 	