



Job description

Job Title:	Philanthropy Executive
Reporting To:	Senior Philanthropy Manager (Major donors)
Department:	Fundraising
Hours:	Full time, 35 hours per week
Contract:	Permanent
Location:	Head Office, London, with flexible working

Main Job Role:

You will work across the Philanthropy team, managing the Trust's high level giving club, the 65 Roses Club, and develop your own portfolio of trusts and foundations and high net worth individuals, to help to achieve the philanthropy team's income target. You will work closely with the Senior Philanthropy Manager 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

- Oversee the day to day running of the Sixty Five Roses Club: recruiting new members, stewarding members and providing quarterly newsletter updates, as well as developing and delivering the Club's annual flagship events.
- Work with colleagues in the Community team to identify prospective members.
- Make asks of prospective members and look for opportunities to uplift gifts.

Philanthropy

- Manage and deliver the Small Trust Mailing programme, delivering quarterly mailings and twice-yearly updates.
- Manage and develop a portfolio of high net worth individuals and small trusts.
- Work with the Prospect and Lead Generation Manager to recruit and steward the Trust's High Value Donor programme, through the development of bespoke updates and communications.

Cross-team

- Work closely with the Head of Philanthropy to ensure the effective running of the Team and its support functions.
- Work closely with the Conferences and Events Manager and Senior Managers to deliver a portfolio of events.
- 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.
- Be the 'go to' person for all queries across the Philanthropy and Corporate Partnerships team, providing information and advice when required.
- Any other duties as may be reasonably required to ensure the effective running of the department.

Person Specification: Philanthropy Executive

Education and Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Educated to A-Level or equivalent. 	
Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Using CRM databases to record, extract and analyse data. Managing projects using a range of tools and resources. Demonstrable charity fundraising experience either in corporate fundraising, major donor fundraising or event management. Liaising with a range of stakeholders at all levels, both externally and internally, to deliver meaningful interactions. 	<ul style="list-style-type: none"> Experience of fundraising within a high value team Experience of working with high-net-worth individuals and charitable trusts/foundations Experience of using NG database
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> A keen attention to detail. Able to focus on the achievement of targets without losing sight of the 'bigger picture'. Able to work independently, flexibly and as part of a team. Able to develop relationships within existing and new environments. Able to encourage others to commitment and action. The intellectual curiosity to understand complex medical and scientific information relating to cystic fibrosis. 	