



## Job Description

<b>Job Title:</b>	<b>Philanthropy &amp; Partnerships Manager</b>
<b>Reporting to:</b>	Head of Fundraising
<b>Responsible for:</b>	No direct line reports but may have volunteers in this area
<b>Location:</b>	Hybrid – Home working and at least one day per week at Edinburgh Dog and Cat Home (usually Wednesday)
<b>Salary and Terms:</b>	<p>£35,000 - £38,000 depending on experience</p> <p>Contract: Permanent</p> <p>Hours: 35 hours per week (including some out of hours and weekends). Flexible working options available.</p> <p>Permanent, Full Time</p>
<b>Purpose of role</b>	To develop and steward a pipeline of major donor and partnership opportunities that deliver income and impact for the Home.

### Duties and responsibilities

#### Animal Welfare

You will have occasional contact with animals and pet owners who use our services as part of your role, so you must feel comfortable working with dogs and cats and have an understanding of and empathy for animal welfare and tackling pet poverty.

## **Departmental Relationships**

- Working with the Head of Fundraising, Director of Income and Engagement, and fundraising colleagues, contribute to the ongoing development of the Home's fundraising strategy making recommendations as appropriate.
- Work collaboratively with the fundraising and communications teams to develop marketing and communications support for your area of fundraising.
- Working with the senior leadership team and trustees to engage their networks and determine appropriate stewardship.
- Working with the Outreach team to secure support for our community outreach work.
- Work with the Volunteer Coordinator to recruit, train and manage fundraising volunteers for your line of work.

## **Major Gifts**

- Develop and implement a major giving strategy, stewarding existing major donors, and identifying and engaging new philanthropists with our work.
- Develop a pipeline of opportunities and steward them to secure five figure gifts
- Provide exceptional relationship management and execute tailored cultivation and stewardship plans and events for existing and prospective donors
- Work closely with the comms team to develop appropriate prospecting and stewardship communications
- Provide support and guidance to senior colleagues and Trustees with the management of high value relationships and ensure key relationships are stewarded by the most appropriate member of the Home's staff or board.

## **Corporate Fundraising and Partnerships**

- Develop a corporate fundraising and partnerships strategy, standardising our partnerships programme.
- Research, prospect, grow and steward a pipeline of corporate partnership opportunities that deliver income and impact for the Home across a range of sectors and partnership types.

- Secure sponsorship and in-kind support.
- Regularly attend networking events in Edinburgh and Central East Scotland.
- Effectively manage multiple relationships with companies and organisations through targeted approaches, prompt and powerful communication including cases for support, face-to-face meetings, pitches, presentations and effective asks.

### **Reporting, monitoring and budgeting**

- Meet agreed KPIs and income targets as directed by the Head of Fundraising, providing regular reports to the Head on key activities for the month and the performance of your department against your income streams, developing mitigation plans for income at risk in your areas of work.
- Oversee your departmental budget ensuring all activities achieve a good return on investment and are delivered within budget and achieve target income.
- Working closely with the Head of Fundraising, support the planning of the fundraising departmental budget in a timely manner.
- Utilise effective recording systems for information, monitoring and evaluating all fundraising activities for your income streams.

### **Engagement**

- Facilitate site tours for prospective, new and existing major donors, philanthropists, and corporate supporters to maximise support and engagement for the Home.
- Regular attendance at external networking, engagement events and meetings in the Edinburgh and Central East Scotland area to represent the Home's key messages and cases for support.
- Building and maintaining excellent relationships with supporters, major donors, partners, businesses, organisations, other charities, agencies, suppliers and supporters of the Home.

### **Communications**

- Working closely with the communications team to maximise promotional activities in relation to your income streams.
- Contribute to the Home's newsletter and email marketing to ensure fundraising activities and support are being represented accurately and consistently.

### **Administration**

- Provide guidance and direction to the Home's business support team on areas relating to your department, working closely with the Business Support Manager.
- Create a suite of operational procedures to support the fundraising administration function for your income streams and to ensure a consistent and high-quality donor journey to maximise all income streams for the Home.
- Ensure CRM, Teams and other key administration and project management programmes are used by all in your department, according to best practice to ensure key data and projects are recorded in an accurate and timely manner.
- Ensure that all fundraising activities fall within current data protection legislation and sector best practice guidance.

### **Management**

- Provide line management, guidance, support and direction to the Grants and Trusts Officer and volunteers in your team, ensuring all fundraising activities and events are run professionally and meet agreed KPIs.
- Hold regular one-to-one support meetings with direct reports ensuring to provide direction and feedback and allowing a safe space for new ideas and creativity.
- Identify your team's training and support needs and plan and budget accordingly.

### **Other Duties**

- Provide insight on philanthropic and partnership trends to the fundraising team, and SLT
- Keep abreast of current sector specific legislation and best practice, sharing knowledge with colleagues as appropriate.
- Keep track of competitor activity and new ideas in the fundraising sector to develop new fundraising ideas for the Home.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		Fundraising qualification
<b>Experience</b>	At least two years development experience, ideally in business development in the private or public sector, or within a corporate partnerships role within the third sector.	Experience in animal welfare related fundraising.  Experience in developing and executing a fundraising strategy.

	<p>Proven track record in securing gifts of at least five figures from major donors or corporate partners</p> <p>Developing and maximising relationships at all levels for impact and income from partnerships and major donors.</p> <p>Compelling propositions and cases for support to secure support that generates income, and the preparation of impact reports.</p> <p>Major donor and corporate fundraising strategy development.</p> <p>Managing and developing budgets.</p>	<p>Grants and Trusts fundraising.</p> <p>Building relationships and gaining support through LinkedIn</p> <p>Line management.</p>
<p><b>Skills and Knowledge</b></p>	<p>Strong fundraising skills and knowledge</p> <p>Exceptional oral and written communication skills</p> <p>Strong relationship management and stewardship skills</p> <p>The ability to spot opportunities, identify prospects needs and motivations, and match these with the priorities of EDCH</p> <p>Ability to negotiate and influence key stakeholders</p> <p>Networking skills that generate opportunities</p>	<p>Experience with CRM systems</p> <p>Using LinkedIn to build networks and as a prospecting tool</p>

	Outstanding organisational and project management skills.	
<b>Personal attributes</b>	<p>Target driven, always looking for new opportunities and leads.</p> <p>Driven by ambition to build partnerships that deliver impact and income.</p> <p>Team player, but with ability to work independently.</p> <p>Confident, outgoing, approachable and positive.</p>	Interest in welfare of dogs and cats
<b>Other Requirements</b>	<p>Fully computer literate with all Microsoft packages</p> <p>Willingness to travel regularly to meetings and conference with occasional overnight stays.</p>	Full driving license with access to own car