

Senior Philanthropy Officer (Trusts & Statutory) Maternity Cover

Reporting to:	Philanthropy Manager (Trusts & Statutory)
Staff responsibility:	N/A
Salary:	£31,000 per annum inclusive of London weighting. Contributory pension scheme
Location:	Unit 202, Edinburgh House, 170 Kennington Lane, London, SE11 5DP/ Home based during the pandemic
Holiday entitlement:	25 days plus 3 discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Full time, 35 hours a week and fixed term contract for 12 months The post holder may be required to work some evenings and weekends. Time off in Lieu will be given in line with the charity's policy.

About Bowel Cancer UK

Bowel Cancer UK is the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We employ around 40 staff based in England, Scotland, Wales and Northern Ireland.

Job purpose

The Senior Philanthropy Officer post sits within the Philanthropy & Partnerships' team. The team also consists of the Head of Philanthropy & Partnerships, Philanthropy Manager (Trusts & Statutory) and Senior Corporate Partnerships Executive. As Senior Philanthropy Officer, you will proactively secure income from trust¹ and statutory sources and manage existing supporters and funders effectively. You will play a pivotal role in helping the organisation grow income and ensure we can continue to meet the needs of people affected by bowel cancer.

¹ This includes Foundations

Main Duties and Responsibilities

Strategy:

- Work closely with the Philanthropy Manager to support the preparation and delivery of an annual income and expenditure budget for the trust and statutory programme.
- Input to a three-year fundraising plan for the trusts and statutory programme at Bowel Cancer UK.
- Work closely with the Philanthropy Manager to monitor income and expenditure for the trusts and statutory programme.
- Report regularly against objectives and income and expenditure budgets.
- Generate income from trust and statutory sources.

Income generation:

- Through the stewardship of current trust donors and the application process to new trusts in your assigned portfolio, generate income including five and six figure donations, and where possible, increase the value of gifts and secure multi-year grants.
- Manage the reporting and reapplication process to warm and recently lapsed trusts in your assigned portfolio, looking to grow the level of giving wherever possible by producing and implementing cultivation plans where relevant, and looking for other opportunities for proactive communications.
- Grow our portfolio of trusts by leading on research and applications to cold trusts in your assigned portfolio. Contact trusts wherever possible prior to the application.
- Work closely with the Philanthropy Manager, Head of Philanthropy & Partnerships and colleagues across the organisation to develop compelling cases for support including applications and reports, tailored to specific audiences.
- With the Director of Fundraising, Head of Philanthropy & Partnerships, Philanthropy Manager and where appropriate, the CEO, assist in supporting Bowel Cancer UK's Trustees and other key stakeholders, to approach their contacts and networks with a view to increasing income from trusts.

Team working:

- Regularly liaise with the Research and External Affairs, Services and Finance & Resources teams to help drive forward the development of new fundraising proposals, update current projects and put together project budgets. Share this information with fundraising colleagues as appropriate.
- Work with colleagues across the organisation so that we can fulfil the reporting requirements of donors.
- Work with the Director of Finance and Resources, Database Manager, Philanthropy Manager and Head of Philanthropy & Partnerships to ensure income is restricted correctly.

- As Senior Philanthropy Officer play an important role in the Fundraising team and across the organisation to foster good working relationships and identify opportunities for the charity as a whole.

Other duties:

- Ensure all trusts are thanked for any donations and /or support and receive appropriate and timely reports and updates on Bowel Cancer UK's work.
- Represent the Fundraising Department internally and externally.
- Develop and maintain an understanding of the charity's work and the needs and circumstances of people affected by bowel cancer.
- Carry out any duties that may reasonably be required by the Director of Fundraising, Head of Philanthropy & Partnerships and Philanthropy Manager.

PERSON SPECIFICATION

Qualifications and experience

- Proven experience gained in a research and income generation role within the non-profit sector.
- Prospect cultivation experience gained in a non-profit environment.
- Experience of fundraising from trusts and statutory sources.
- Experience of personally exceeding challenging income targets and delivering against agreed implementation plans.
- Able to demonstrate experience of producing first-class, clear and defined prospect research reports, meeting briefings and information provision for a wide variety of audiences.
- Able to demonstrate a broad understanding of charity accounting (restricted and unrestricted funds and full cost recovery principles).

Knowledge, skills and abilities

- Demonstrable prospect cultivation skills.
- Excellent interpersonal skills with the ability to articulate clearly, persuasively, and confidently, using both face-to-face and written communication.
- Proven ability to proactively manage donor / supporter relationships.
- Ability to implement prospect research, identification and cultivation plans.
- Proven time management skills - ability to handle multiple simultaneous tasks, prioritise effectively and manage conflicting deadlines.

- Proven ability to write compelling communications, which inspire and engage and present compelling cases for support.
- Excellent attention to detail, ability to rapidly produce complex error-free correspondence whilst under pressure and proven ability to produce and assimilate complex written & financial information including budgets for different funders.
- Proven ability to use a contact management database as a tool for prospect identification and cultivation.
- Skilled user of Raisers Edge or similar fundraising / contact management database.
- Excellent IT skills.

Personal Characteristics

- A natural networker and influencer who is tenacious in pursuing opportunities and quick to bounce back from set-backs.
- Professional gravitas and credibility with a proven ability to build and sustain relationships at all levels.
- Reliable, trustworthy, motivated, outgoing and an excellent team player with a collaborative and supportive style.

Understanding of and commitment to the values, aims and objectives of Bowel Cancer UK, including equal opportunities and anti-discriminatory practice.