



## Job Description

### Philanthropy Lead

Reporting to: Head of Fundraising

Salary: £35,000; Full Time but we would consider part time or term time only

Location: Hybrid, Ufton Court is 10mi from Reading. After onboarding, 60% in the office but this may vary according to commitments. Any travel will be agreed in advance.

**Closing date:** 29th October 2023

We will review applications on a rolling basis so may appoint prior to this date should we meet a suitable candidate. So, please apply early by emailing [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk) with your CV as an application and covering letter explaining why you are the right person for the role. CVs without a covering letter will not be considered.

*Ufton Court Educational Trust operates a strict Safer Recruitment policy and is an Equal Opportunity Employer. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check and at least three references.*

### Job description

We're looking for someone who wants to make the world a better place and have an immediate impact on the lives of children and young people. If you're a guru at account management and love acquiring new business, we'd love to hear from you. You'll be super-organised, thrive on making new connections and raising funds for Ufton.

As Ufton's Philanthropy Lead, you'll identify new funding opportunities across charitable trusts, major donors and corporates to contribute towards raising £500,000 this financial year. You will manage a varied and interesting portfolio of existing supporters and lead on building relationships with newer supporters to secure 5 figure donations. Every day is different but your time will (roughly) be spent:

- Prospecting
- Pipeline management
- Inspiring donors
- Writing applications
- Developing and managing engagement plans
- Coordinating philanthropy
- Supporting and leading on special events
- Developing your own fundraising projects/campaigns

This is an excellent opportunity for someone looking to take the next step in their philanthropy career and contribute to our organisation's growth and impact. Or, you might not have direct experience in this field, or within the charitable sector, but we'll give you opportunities to transfer and hone your skills and support your ambitions. In this role, you'll be showing off your best writing, organisational, account management and new business skills.

**The role:**

**Prospecting and account management**

- Use prospect research strategies to build a robust and actionable pipeline for Ufton.
- Work collaboratively to build and manage rich engagement plans for our supporters, involving the right people at the right time to make a measured approach for funding.
- Develop high-quality and compelling concept notes, proposals and pitches for funding opportunities.
- Identify and coordinate donor meetings, site visits and other interactions to deepen relationships and showcase our impact.
- With our Head of Special Events & Weddings, plan and manage special events to engage donors and supporters, creating meaningful moments that highlight Ufton's impact on children and young people.

**Fundraising campaign management:**

- With the Head of Fundraising, develop and manage fundraising campaigns and initiatives to inspire giving.
- Be creative and contribute to campaign ideas, their launch and management.

**Resource building:**

- Work collaboratively to build your toolbox to enable smarter and faster ways of working, including building your own bank of cases for support, project budgets, case studies and evidence of need/impact stats.
- Write applications to charitable trusts and foundations for funding.
- Use data (internal and external) to understand the needs of children and young people and build evidence-based bids for funding.
- Acquire an in-depth knowledge of what Ufton does and the impact on children and young people.

**Strategic Planning and Collaboration:**

- Work with the Head of Fundraising to build on our Philanthropy strategy to double our income in two years.
- Collaborate with teams across Ufton to ensure you can identify opportunities, build bids for funding and deliver against Ufton's and donor needs.
- Anticipate new business by staying on top of sector trends and conducting market research to identify new opportunities.

**Data Integrity:**

- Hold high levels of data integrity and be a keen supporter of using technology to support efficiency, accuracy and accountability.
- Help to implement, develop, and then maintain the charity's CRM system (Salesforce) ensuring all activity is inputted accurately and efficiently.

- Analyse data to identify trends and opportunities for improvement.

**The post holder will also:**

- Contribute to achieving the objectives of Ufton and wider fundraising activities
- Undertake any additional and ad hoc tasks as required
- Actively contribute to team meetings and other activities as required
- Monitor and evaluate activities and provide written reports
- Represent Ufton in a professional manner
- Work within an EDI framework, adhere to all the Charity's policies, procedures and working
- Ensure all records are held in compliance with GDPR, The Fundraising Regulator Code of Practice and Ufton policies.

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

**Ufton particularly encourages applications from minority ethnic groups and underrepresented communities.**

**About you:**

You'll be keen to develop a career in the charitable sector and have a passion for working with a charity that strives to make a difference in children's lives. You'll want to use technology and software solutions to ensure we spend our time on what really matters. You'll need to be:

- Educated to degree level
- Enthusiastic about engaging internal and external stakeholders
- High levels of planning and organisation
- An excellent communicator, especially when writing proposals.
- Maintain high levels of attention to detail and a commitment to building evidence-based proposals
- Keen to work to agreed targets but will never compromise our values to achieve them
- Strong, persuasive written communication
- Numerate and able to build project budgets to align with bids for funding
- Enthusiasm and determination to meet targets
- Previous experience in a business development / bid writing would be great; or knowledge / understanding from higher education
- Excellent with MS Office suite
- Ability to use your own initiative and take ownership of your work whilst recognising when to ask for help or to escalate issues
- Good team working skills – you will like working collaboratively and co-operatively with colleagues, especially those who are quite different to you
- Meticulous attention to detail and hates missing a deadline
- You will be approachable, confident and happy to join the rest of the team in our core mission.
- You'll have an eye for detail, a passion for stats and facts to support your ideas, understand budgeting and hold high levels of empathy and integrity.