



SUFFOLK
Community
Foundation

SUPPORTING LOCAL LIVES



Philanthropy Manager

Recruitment Pack 2024



About Suffolk Community Foundation

Established in 2005, Suffolk Community Foundation (SCF) is a registered charity and part of a national family of 47 community foundations across the UK.

We are the largest independent grant maker to the voluntary sector in Suffolk, working closely with partners to increase understanding of need and raise funds to support local charities and community groups.

We seek to support local lives in a compassionate, respectful and sustainable way. We act as a philanthropic hub to channel funds directly to local charities, with a particular focus on those with limited fundraising capability.

We work across Suffolk, raising awareness of the challenges for communities, typically in relation to poverty, health and well being, the environment and inequality.

We raise funds by building trusted relationships with a wide range of donors. They include philanthropic individuals, giving circles, companies and national and local charitable trusts.

Reporting to the Director of Philanthropy and Engagement, the Philanthropy Manager will be part of a small team dedicated to raising awareness, generating income and delivering a high standard of relationship management.



Philanthropy Manager

The Philanthropy Manager has responsibility for developing and expanding the Foundation's donor base by working with individuals, families, professional advisors and businesses. A key focus of this role is to work with professional advisors to promote the services that the Foundation can provide including charitable giving, legacy planning and trust migration.

The role requires the highest levels of integrity and professionalism, as well as strong networking and relationship building skills.

Reports to	Director of Philanthropy and Engagement
Salary	c. £40K per annum
Contract	Permanent
Working Hours	Full Time (35 hours per week) with some evening and weekend working required.
Location	Wherstead, Ipswich (with some hybrid working available, maximum two days per week)
Requirement	Candidates must have a full UK driving licence and access to a car to use for business use. Mileage will be paid.



Duties and Responsibilities

The Philanthropy Manager will:

- Work with professional advisors to communicate the work of the Foundation to introduce philanthropic solutions for their client base and develop income from legacies and trust migration.
- Identify and secure new donors, both individuals and businesses, and work with them to help develop and deliver their philanthropic ideas and ambitions in line with the Foundation's strategic objectives.
- Work with the executive team to co-ordinate and on-board new donors ensuring high levels of donor care through service delivery excellence, across all departments.
- Support events and activities that introduce new donors to the Foundation.
- Further develop the membership and associated activity to engage new supporters, including the Suffolk 100 Club.
- Manage a pipeline of donors and ensure excellent donor care and stewardship is maintained.
- Maintain accurate donor information using Salesforce.
- Identify opportunities and content for communications to increase our profile.
- Always represent and support the Foundation to ensure that its profile, integrity and reputation is protected and where possible enhanced.
- Deputise for the Director of Philanthropy and Engagement as required.
- Develop effective working relationships with staff, trustees and volunteers to maximise their contribution to the successful development of the organisation.
- Support and deliver other projects and tasks, in line with skills and experience that might occur and contribute to the overall organisational objectives.



Knowledge, Skills and Experience

- Educated to minimum A-level or equivalent with excellent spoken and written English.
- Excellent interpersonal, networking and relationship building skills and ability to represent the Foundation at a senior level.
- Experience of working in an income generation role, ideally with corporates and individual donors.
- Experience of donor stewardship and recognition.
- Sound knowledge of philanthropic giving and of the charitable sector.
- An excellent communicator with strong public speaking/presentation skills.
- Experience of working with the media, including covering press or radio interviews.
- Excellent organisational, project management and research skills.
- Evidence of managing high quality relationships with senior executives, high-net-worth individuals and trusts.
- Experience of working closely with Trustees.
- Ability to use a database to record information on potential supporters and analyse and manipulate data to plan future action and activities.



Personal Qualities and Attributes

All Essential

- Excellent interpersonal skills and ability to engage with a wide range of people both through written and verbal communication including group presentations.
- A strong team player with a desire to offer exceptional customer service skills.
- Attention to detail and ability to conduct work accurately and consistently in keeping with high professional standards.
- High level of computer literacy including a good understanding of databases and their use in marketing effectively to donors and members.
- Excellent user of MS Office particularly using Excel for data analysis.
- Excellent administrative and project management skills – an ability to effectively manage workload and meet set deadlines.
- Highly numerate with experience of maintaining budget reporting systems and reporting on targets set.
- Excellent negotiation skills and ability to confidently liaise with people.
- Self-motivated – with a readiness to seize new opportunities, eager to source new ideas and perspectives to initiate actions which improve results and add value.
- Collaborative and flexible to ensure the best possible outcomes for the Foundation. Ability to represent the Foundation at fundraising and supporter events and to be an ambassador for the Foundation within the wider context of the sector.
- A willingness to undertake work outside of office hours.
- An organised and flexible approach to work within a changing environment.



What we can offer

- Our additional benefits include 30 days annual leave plus bank holidays, 5% employer pension contribution, an employee assistance programme with Westfield Health and free onsite parking when in the office.
- After a period of office-based familiarisation, some hybrid working would be available, although the majority of time would either be office based or being out visiting supporters.
- Unparalleled opportunity to engage and work in partnership with several significant organisations in the county.
- Encouragement to grow your personal profile with Suffolk's charitable networks.
- UK network of communication peers across Community Foundations, including learning groups, conferences, national opportunities, and intelligence sharing.
- The opportunity to make a significant contribution of the lives of people in Suffolk and to gain a depth of understanding of the need in our County which includes the significant impact on Mental Health, Young People, Domestic Violence, the environment, Addiction including.

Successful applicants will be required to evidence their eligibility to work in the UK.



How to apply

To apply to become our Philanthropy Manager please submit your CV and a covering letter to jointheteam@suffolkcf.org.uk by 9am on Monday 9th September 2024.

Please clearly outline your experience and how you meet the requirements of the role by addressing each point in the 'skills, knowledge and experience' section within your covering letter,

Please let us know if you require any special provision because of any disability.

Interviews will be held at our Wherstead office in mid September.

For an informal conversation to discuss the opportunity please contact Hannah Bloom, Director of Philanthropy and Engagement, by emailing hannah.bloom@suffolkcf.org.uk.



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We are dedicated to providing equal opportunities and encourage all applicants to apply regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are also committed to ensuring inclusivity for all and strive to support applicants who may require adjustments to allow them to partake in our recruitment process. Should you require any adjustments, please let us know.

Finally, we are committed to protecting your data and privacy. Please visit our Job Applicant Privacy Notice for full details on how we process your personal data, [Join Our Team - Suffolk Community Foundation](#) (suffolkcf.org.uk).

suffolkcf.org.uk