

## YOUNG ENTERPRISE JOB DESCRIPTION PHILANTHROPY MANAGER

Job title	Philanthropy Manager
Department	Development
Pay Grade	6
Reporting to	Director of Philanthropy
Based	London
Main job purpose	To raise a personal annual target of £200k with a strong new business focus and contribute to a National Fundraising target of £3.4m. Work with the Director of Philanthropy and the philanthropy team to devise and lead new fundraising initiatives/events that form an integral part of the Philanthropy strategy and annual budget. To successfully engage entrepreneurs, company founders and philanthropists to promote Young Enterprise's strategic plans and effectively build your own pipeline of prospects and donors.

### KEY TASKS AND TARGET OUTCOMES

TASK	TARGET OUTCOME
Work with the Director of Philanthropy to devise and implement new fundraising initiatives that will generate required income to the annual philanthropy budget.	Young Enterprise has a realistic, actionable and appropriate fundraising strategy that will provide the new income required to grow the business.
To achieve or exceed agreed income targets. Be creative in generating new funds - including writing bids and proposals, making successful presentations and organising cultivation and stewardship events.	Young Enterprise achieves and increases funds raised
Be proactive and innovative in your approach in order to prospect for new donors and build your own pipeline.	A strong pipeline of well researched donors contribute to the overall target funding
Introduce innovation to account management of the new partners you develop and manage (entrepreneurs, company founders and philanthropists) to grow income and retain donors.	Young Enterprise becomes more effective and more efficient in its fundraising efforts. Philanthropic donors are kept informed of progress and a positive relationship with them is built and maintained.
To manage and maintain relevant and accurate data as required within the YE CRM system and protocols.	Young Enterprise retains a full and accurate database of all fundraising activities to help support and inform future fundraising.
To research prospects and analyse data to inform the fundraising strategy and to provide background for bid and proposal writing.	Fundraising approaches and applications are well-targeted and informed in order to maximise the chances of success.

To be pro-active in work and target driven to drive work forward and present solutions to any challenges that arise.	The post holder demonstrates clear ownership of tasks and pro-actively shows progression towards this, asking for support whenever needed.
Carry out administrative tasks including data entry, producing materials, event management	All tasks are fully supported and professionally managed.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

<b>SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE</b>	
Essential	A successful track record (min 2-3 years' experience) as a fundraiser, generating significant income at a £20K-£150K level from company founders, entrepreneurs or senior business leaders.
	Demonstrable experience of building your own pipeline of prospects and donors
	Experience of leading successful fundraising initiatives as well as bid-writing and/or creating and delivering sales pitches.
	Excellent communication skills, both verbal and written, with the presence and authority required to command attention at the most senior levels.
	Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals.
	A positive 'can-do' attitude that will enthuse prospective and current supporters, colleagues and volunteers.
	Strong organisational skills and experience of managing a pipeline of prospective funders and accurate sales forecasting. Deadline aware.
	Confident use of the internet for creative research purposes, as well as standard office IT packages e.g. Word, Outlook, Excel, Raiser's Edge (or other databases).
	Adaptable and responsive to the needs of a small not for profit organisation which relies heavily on a large volunteer network.
	A willingness to embrace Young Enterprise's values.
Desirable	A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.
	Event management experience for both donor facing and cause related events.

## YOUNG ENTERPRISE CORE VALUES

### **Young Enterprise has 4 Core Organisational Values:**

**Unlocking Potential:** Recognising and developing the potential of all; in our organisation; in the young people we champion and the stakeholders we work with

**One Team:** Working together effectively to achieve our goals

**Enterprising and Resilient:** Embracing change, innovating, adapting and responding to challenges and opportunities

**Creating Great Impact:** Aiming for the biggest impact on young people and their educators

All Young Enterprise Staff are expected to model these values at all times.