



JOB APPLICANT INFORMATION PACK

Senior Relationship Manager
(Trusts and Foundations)



About Young Enterprise

Young Enterprise is the UK's largest business, enterprise and financial education charity, empowering and equipping over 315,000 young people each year with the skills, knowledge and confidence to succeed in the changing world of work.

We work directly with young people, teachers, parents, businesses and influencers to help build a successful and sustainable future for all young people and society at large.

Through our hands-on employability, enterprise and financial education programmes, resources and teacher training, we aim to reduce youth unemployment, help young people realise their potential beyond education and empower a generation to learn, to work and to live.

Vision

We believe that young people should be given the best chance for a rewarding future in work and life - no matter where they start their journey

Mission

We empower young people to discover, develop and celebrate their skills and potential

Introduction from the Director of Philanthropy

Dear Candidate

It couldn't be a more exciting time to be part of Young Enterprise. We were proud to recently announce Sharon Davies as our new CEO having previously been our COO. We have also just launched our new 3-year strategy – **No Time Like the Future** which has three main goals :

- To unite educators, parents, volunteers and supporters in a shared mission to help young people activate their ambition
- To develop and promote opportunities to empower young people from all backgrounds to build successful futures
- To cultivate an environment that creates greater long-term impact for young people.

The Philanthropy team are responsible for over £1.1m of income with ambition to steadily grow this over the next three years. We have strong support from our board of trustees and a new ambassador group to help us succeed.

We have a strong portfolio of Trust, Foundation and Statutory support and a growing network of influential people to help us develop our connections and strengthen our major donor pipeline. We also have a strong suite of events planned for donor engagement.

We have a fantastic delivery team who run our programmes and who are supported by over 5000 volunteers across England and Wales. The team at YE are a big part of what personally motivates me, but my biggest driver is the knowledge that there is a real lack of equality in opportunities for young people currently to develop their knowledge, skills and confidence they need to excel in the world of work.

There has never been a more important time to join YE to ensure no young person is left behind and they have the opportunity to build a successful future.

I hope you will join our team and help us support those young people who need us the most.

Donna Wells

Job Title: Senior Relationship Manager (T&F and Statutory)

Location

London

Reports to

Director of Philanthropy

Direct reports

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THE TEAM

The National Development team is responsible for securing over £3.4m a year through Philanthropy and Corporate Partnerships. Our local delivery teams also generate further income through local partnerships. We are proud to have delivered a surplus for the last two years in which to invest and are on target for a further year of surplus.

The Philanthropy team play a key part in the delivery of income and so we are looking for someone with exceptional people skills who can nurture and grow our relationships to help achieve and exceed our targets. The team creates and looks after lasting relationships with trusts, foundations and philanthropic individuals.

THE ROLE

You will be a first-class communicator with a logical mind who can put together engaging and inspiring written and verbal case for support that is appropriate for each supporter or prospect. You will enjoy building strong relationships and getting out of the office to meetings and events. You will be curious to explore networks and connections between trusts, their trustees and individuals.



MAIN RESPONSIBILITIES

- Generating income with a focus on securing £20k-£100k plus donations from Trusts, Foundations, Statutory and individuals (80% T&F 20% individuals)
- Manage excellent internal relationships across departments and regions to gain support for new proposals and involve them in new business projects
- Develop compelling, inspiring and appropriate fundraising cases for support
- Research and qualify a robust pipeline of prospects, plan and implement bespoke approaches, resulting in proposals
- Manage pipeline to ensure best possible prospect management is implemented and delivered
- Introduce innovative approaches to account management that keeps partners well informed as part of robust stewardship plans, ensuring we retain partners, react to opportunities to uplift donations as well as opportunities to network with their connections

QUALITIES AND SKILLS

ESSENTIAL

- Demonstrable track record as a successful Trust and Foundations fundraiser with strong examples of £20- £100k+ successful applications
- Excellent written and verbal communication skills, with the credibility and authority to inspire others at the most senior levels to achieve your vision
- Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome any negative responses to proposals
- Strong organisational skills and attention to detail. A successful track record of meeting deadlines and managing own workload.

DESIRABLE

- People management experience
- Basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise
- Experience of working on Statutory bids

QUALITIES

- Resourceful and outgoing personality
- Able to relate well to people
- Adaptable and responsive to needs of Young Enterprise
- Commitment to quality, continuous improvement, integrity and equal opportunities
- Team player
- Enthusiastic and positive "can-do" attitude