

YOUNG ENTERPRISE JOB DESCRIPTION

Philanthropy Coordinator (T&F and Major Donors)

Job title	Philanthropy Coordinator (Trust and Foundations and Major Donors)
Department	Development
Pay Grade	4 (£25k - £28k)
Reporting to	Director of Philanthropy
Based	Work from home with travel for meetings
The Role	You will be a first-class communicator with a logical mind who can put together engaging and inspiring written and verbal cases for support appropriate for each supporter or prospect. You will enjoy building strong relationships. You will be curious to explore networks and connections between trusts, their trustees and individuals

TASK
To achieve or exceed agreed income targets. With a focus on securing donations from Trust and Foundations and Major Donors (50% T&F 50% MD)
Manage excellent internal relationships across departments and regions to gain support for new proposals and involve them in new business projects
Introduce innovation to account management that keeps partners well informed as part of robust stewardship plans, ensuring we retain partners, react to opportunities as well as opportunities to network with their connections
Develop compelling, inspiring and appropriate cases for support
Research and qualify a robust pipeline of prospects, plan and implement bespoke approaches, resulting in strong applications for funding
Manage pipeline to ensure best possible prospect management is implemented and delivered
Manage and grow the Friends of YE Programme – our mid-level giving programme for individuals
Support the Development team to plan and run donor engagement events
Administration including writing reports for funders, maintaining accurate database records

SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential	A demonstrable track record of successfully applying to Trust and Foundations or individuals with strong examples of up to £10k successful applications
	Excellent communication skills, both verbal and written, with the credibility and authority to inspire others.
	Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals.
	Strong organisational skills and attention to detail. A successful track record of meeting deadlines and managing own workload.
Desirable	A basic knowledge of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.
	Understanding of prospect research of philanthropic individuals and Trust and Foundations
	Knowledge and experience of planning and running events to engage supporters and prospects
	Understanding of mid-level giving programmes for individuals
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

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.