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| **YOUNG ENTERPRISE JOB DESCRIPTION**  **Philanthropy Coordinator (Trusts and Foundations)** | | |
| Job title | Philanthropy Coordinator (Trust and Foundations) |
| Department | Development |
| Pay Grade | 4 (£25k - £28k) |
| Reporting to | Senior Relationship Manager |
| 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, Foundations and their trustees. |

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| **TASK** |
| To achieve or exceed agreed income targets. With a focus on securing donations from Trust and Foundations |
| 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 |
| Support the Development team to plan and run donor engagement events |
| Administration including writing reports for funders, maintaining accurate database records |

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| **SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE** | |
| Essential | A demonstrable track record of successfully applying to Trust and Foundations 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 Trust and Foundations |
|  | Knowledge and experience of planning and running events to engage supporters and prospects |
| 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 |

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| **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. |