

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Philanthropic Partnerships Manager
Department	Fundraising
Unit (if appropriate)	Major Partnerships Unit (MPU)
Grade	2
Salary	£48,195 per annum pro rata
Contract type	Permanent, 21 hours per week (Wednesday – Friday) job share
Reporting to	Head of Major Partnerships
Responsible for	Team of ten (Senior Major Donor Officer x2, Major Donor Officers x2, Senior Trust Officer x2, Trust Officer x2, Prospect Researcher, Team Assistant)

Overview of Department

The Major Partnerships Unit seeks to facilitate transformative change by bringing together key players to deliver income, increase influence and impact, and raise the profile of Plan International UK. The unit works across trusts, major donors and corporates and has seen remarkable growth in recent years – from £2m in 2007 to a target of £10m this financial year.

This role sits in The Philanthropic Partnerships Team (PPT), which is specifically responsible for all trust and foundation and major donor (HNWI) relationships; managing grants between £10k - £1m+. It is a high-growth, exciting and innovative team, having increased annual income from £3m in 2012 to £7m in 2018, which in turn has enabled us to expand our programmes, transforming the lives of children and their communities in some of the world's poorest countries. We foster an open and energising work environment, encouraging cooperation and collaboration across the organisation.

Unusually, we also have a small but dynamic programme team within the unit, who enable us to offer an enviable range of funding options. This means we can both offer bespoke projects to meet donor interests whilst maintaining absolute integrity and impact in our programming.

Job Purpose

- Lead the Philanthropic Partnerships Team to deliver over £5m of income across both trust and major donor income streams.
- Lead and inspire a team of ten staff, including directly managing 4 senior funding officers, a Prospect Researcher and Team Assistant, as well as four funding officers indirectly across both income streams.
- Provide strategic oversight to the account management of existing high-level trust and major donor relationships.
- Provide strategic oversight of our prospecting strategy
- Work closely with the Head of Major Partnerships, Director of Fundraising, CEO and Trustees to sustain and increase income from trusts and major donors and take responsibility for the development, growth and smooth running of the Philanthropic Partnerships Team.
- Maximise donor engagement, satisfaction and value, ensuring a high level of customer service and account management through leading by example.

Key Deliverables	Key Activities
Strategy and finance	<ul style="list-style-type: none"> • Implement Plan International UK's Philanthropic Partnerships fundraising strategy and activity plans ensuring a focus on impact, strong income growth and ROI and input into future plans • Create fundraising strategy for future years • Deliver over £5m of income and manage expenditure budgets for Philanthropic Partnerships Team • Produce income budgets and monitor income against target – providing detailed financial reporting and forecasting • Follow national and global developments in the field of major donor fundraising • Mitigate risk and maximise opportunities
Management	<ul style="list-style-type: none"> • Directly manage and actively coach five direct line reports in ensuring they have clear objectives and work plans so that strong income growth is achieved. • Produce monthly reports detailing results and activities, flagging trends, issues or complaints and recommending solutions. • Provide inspiring and supportive leadership to the team
Collaboration	<ul style="list-style-type: none"> • Lead on trustee engagement to maximise networking and contacts as well as coach trustees on donor engagement where necessary • Work collaboratively throughout the organisation, in order to achieve the team's goals • Work with the projects team/programme department where appropriate to ensure alignment in order to maximise impact • Play a leading role in cross-departmental initiatives with the Corporate Partnerships Team ensuring cross-fertilisation of prospecting and existing donors • Oversee liaison with the Individual Giving Team on high net worth individuals and Plan UK's high value donor programme.
Portfolio relationship management: Ability to work with new and existing donors to steward and upgrade relationships	<ul style="list-style-type: none"> • Lead on a small number of large scale new business opportunities – new philanthropists and foundations– and relationship management of identified key partners • Deliver a robust and successful new prospecting programme together with the Prospect Researcher • Provide strategic oversight to the account management of existing donors, ensuring first class retention, development and strategy with a clear focus on ROI. • Secure over £5m of team income, playing an active role in donor meetings and presenting proposals. • Where necessary and appropriate, accompany donors on trips to the field.
Stakeholder relationship management	<ul style="list-style-type: none"> • Work with Trustees and influential supporters to maximise their contacts/networks in order to secure as potential donors • Build and sustain a range of relationships and networks that will help support and enable introductions to potential trust prospects • Represent Plan International UK at events and meetings to broaden and secure our network of donors, supporters and contacts.
Other Responsibilities	<ul style="list-style-type: none"> • Ensure account management and customer service standards of the highest standard • Work collaborative and efficiently as part of the job-share team to ensure all responsibilities are carried out effectively and in a joined up way.

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures. • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting girls' rights and gender equality, and integrating this into all aspects of work. • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of responsibility for safeguarding children and young people	Medium. As the role will visit programme sites, a Basic Disclosure and Barring Service (DBS) check will be required
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Level of Budgetary Responsibility	Medium – post has responsibility for the management Philanthropic Partnerships Team budget
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This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	January 2019
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Communicate exceptionally well at a senior level, across all media • Effectively share information, ideas and experiences with donors, staff and colleagues (including those overseas) • Influence, negotiate and persuade, internal and external stakeholders • communicate complex ideas and subjects simply • Present structured and cohesive arguments, both verbally and in writing • Represent the organisation at the highest level, building healthy relationships with Board members and high net worth individuals. • Deal confidently and diplomatically with colleagues (including CEO and Board) and donors at all levels, accurately present information and produce work which clearly summarises situations, identifies key issues and proposed actions
Working effectively and efficiently	<ul style="list-style-type: none"> • Contribute to the business plan within own area with a clear understanding of what is required in their role. • Demonstrate an understanding of the 'big picture' and act accordingly • Monitor own and others' progress towards strategic goals to assess whether operational plans still align with business plan. • Set clear SMART objectives for their team and ensure that all are aware of expectations at all stages • Anticipate future trends, analyse them, and spot new opportunities • Successfully manage projects within area of responsibility. • Lead and motivate team to deliver targets, ensuring high ROI per team staff member
Demonstrating Plan values	<ul style="list-style-type: none"> • Stimulate creativity and innovation and encourage the development of new ideas and methods • Contribute to the development of a culture which encourages innovation and continuous improvement • Demonstrate the impact of their work and ensures that others do the same. Revise activities if they do not have the required impact • Understand and keep up to date with the strategic environment Plan International UK operates in.

RELEVANT EXPERIENCE

The successful candidate will have experience of

Substantial experience of trust and major donor fundraising, securing support and creating partnerships with evidence of securing six-figure donations

Significant experience of initiation, development and implementation of strategic processes

Setting targets and objectives, delivering against these and monitoring and evaluating performance

Managing and coaching staff at a senior level

Managing fundraising work in the international development sector, either in the UK or overseas

Analysis, budgeting and financial management

Managing risk

Delivering innovative ideas, pitches and partnerships

SPECIFIC SKILLS AND KNOWLEDGE

The successful candidate will have the ability to....

The successful candidate will have knowledge of....

Demonstrate an awareness of child safeguarding issues

The UK charitable fundraising sector, with particular focus on trust and major donor fundraising

Ensure the needs of the function are addressed in relation to the development of organisational data systems

Philanthropy – trends, techniques and best practice

Make the ask appropriately and successfully

International development issues, with specialist knowledge in one of Plan's programme domains (health, education, habitat, livelihood) and knowledge of Child Rights

Develop strong pitches and propositions to secure new business

Impact reporting