



## **FUNDRAISING – PHILANTHROPY & PARTNERSHIPS MANAGER (MAJOR DONOR & CORPORATE)**

|                     |                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------|
| <b>SALARY</b>       | £30,000 - £35,000 per annum (dependent on experience)                                   |
| <b>LOCATION</b>     | Barnet (north London) / hybrid working                                                  |
| <b>HOURS</b>        | 37.5 hours per week (full-time)<br><br>Flexible and compressed hours will be considered |
| <b>CONTRACT</b>     | Permanent                                                                               |
| <b>REPORTING TO</b> | Senior Head of Philanthropy & Partnerships                                              |
| <b>CLOSING DATE</b> | 17th July 2022                                                                          |

### **JOB DESCRIPTION**

Noah's Ark Children's Hospice helps babies, children and young people who are seriously unwell, and their families, make the most of every day. The charity aspires to become a centre of clinical excellence for children with life-limiting or life-threatening conditions.

We've been on a major upward trajectory in recent years, with more children being supported, more major hospitals being partnered with and more supporters donating. We've transformed from being an enthusiastic start-up delivering care in the community, to a serious player delivering major impact both in the community and at our state-of-the-art hospice building, The Ark, opened in 2019.

Philanthropy & Partnerships, which covers both Major Donor and Corporate fundraising streams, is pivotal to Noah's Ark – typically accounting for around 50% of the charity's overall income. This is an area of real expertise for Noah's Ark, with much scope for further growth. The successful candidate will therefore enjoy opportunities to develop their portfolios and gain invaluable in-



house training and support, working as part of a high-performing and super supportive team, ready for its next exciting growth phase.

The Philanthropy & Partnerships Manager will line manage a new Philanthropy & Partnerships Fundraiser, and will work closely with the Senior Head of Philanthropy & Partnerships to manage and develop the Major Donor, Mid-Value and Corporate pipelines, along with instrumental work on high-value campaigns and events. This includes our annual matched-funding campaign and The Winter Ball - which last year raised £2.1m and £435,000 respectively. The post-holder will be key in taking the Philanthropy programme to the next level, securing new Corporate Partnerships, increasing multi-year gifts and supporting the new Philanthropy & Partnerships Fundraiser to work to the same end with their portfolios.

## **ABOUT YOU**

You will be a dedicated, organised and reliable individual. You will show determination and have an ability to read people and situations intuitively. An exceptional and eloquent communicator, excellent at managing your time and a natural relationship builder.

At this stage in your career, we would not expect you to have high levels of knowledge and experience in both fundraising streams. We encourage you to apply if you consider yourself to have an emphatically successful grounding in Major Donor or Corporate fundraising, and you're an up-and-coming manager of people, ready to step into management in a nurturing environment.

## **KEY TASKS & RESPONSIBILITIES OF THE ROLE**

### **RELATIONSHIP MANAGEMENT**

- Work closely with the Senior Head of Philanthropy & Partnerships to build on a supporter stewardship strategy for existing portfolios of supporters and partners, underpinned by systematic processes and first-class relationship building, engendering trust, long-term passion and regular support
- Devise and implement bespoke plans for each supporter on the post-holder's portfolio, thinking creatively and entrepreneurially to ensure objectives for each relationship are met
- Create opportunities and bring about results from peer-to-peer introductions made by trustees and existing supporters
- Prepare and deliver impactful and engaging presentations to major donors and corporate partners (both at one-to-one and group level), outlining Noah's Ark's progress and plans, and tailoring to each audience
- Ensure that supporters receive timely and relevant thank you messaging, correspondence and updates about the work of the charity



- Monitor and log developments with all relevant stakeholders on the charity's fundraising database, Beacon
- Work with the Finance team to ensure accurate logging of Philanthropy & Partnerships income
- Supply supporters with fundraising materials and promotional collateral as and when required

### **REPRESENT THE CHARITY**

- Be an ambassador for the charity; presenting formally and informally, to a wide range of audiences
- Speak about the charity with impact during meetings, being able to communicate at all levels with supporters of all experience and backgrounds
- Take every opportunity to develop and continually improve, leading by example for the Philanthropy & Partnerships Fundraiser

### **PROJECT MANAGEMENT**

- Lead on the management of the corporate pipeline, including systems and processes for identification of and applications to prospective supporters. This will include crafting excellent corporate partnership applications as well as supporting colleagues with the corporate applications they are leading on
- Display and instill a propensity for timely action when managing project of all sizes
- Support the project management of key campaigns, events and activity across the Fundraising team
- Identify actions for yourself and task across the wider team, communicating actions and timeframes clearly
- Formulate contingency plans as appropriate
- Prepare and maintain project budgets

### **INTERNAL & EXTERNAL COLLABORATION**

- Work with the Care Team on input required for the success of campaigns, events and projects, giving plenty of consideration for their capacity to assist with aspects outside of service provision
- Seek out opportunities to learn from professionals from outside the charity, as well as within, and share learnings with the wider team
- Fill in for other team members when needed and appropriate. We are a very collaborative and supportive team – we help each other out whenever we can

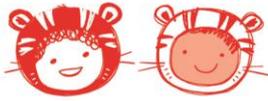


## **GENERAL**

- Work collaboratively and in a supportive manner within the Fundraising team, and across the charity, to ensure that overall aims and objectives are achieved
- Work within legal and charity guidelines, especially within the Fundraising Regulator's Code of Fundraising Practice and Noah's Ark Children's Hospice's own policies and procedures
- Occasional evening and weekend work may be required for fundraising events
- Undertake training and skills development and keep up to date with the changing requirements of the role
- Undertake other duties as required

**PERSON SPECIFICATION**

|                                        | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>DESIRABLE</b>                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Relevant qualification or training in Fundraising                                                                                                                                                                                                                                                                                                                           |
| <b>SKILLS / KNOWLEDGE / EXPERIENCE</b> | <ol style="list-style-type: none"> <li>1. Experience of Major Donor or Corporate fundraising</li> <li>2. Highly successful relationship building skills, having built a portfolio of supporters, including through face-to-face meetings and telephone conversations</li> <li>3. Customer-focussed: putting the supporter experience front and centre</li> <li>4. Exceptional time management and organisational skills</li> <li>5. Excellent spoken and written use of English language in order to present relevant detail clearly and concisely</li> <li>6. Ability to think laterally to tailor communications to create personal connections with prospective and current supporters</li> <li>7. Strong administration skills with a sound working knowledge of Windows-based software, including Word, Excel and Outlook</li> </ol> | <ol style="list-style-type: none"> <li>1. Track record of securing significant sums and meeting or exceeding targets</li> <li>2. Experience of managing others to deliver exceptional results, including the development of those in the team who are new to fundraising</li> <li>3. Experience of working with a relationship management database (e.g. Beacon)</li> </ol> |
| <b>BEHAVIOURAL / PERSONAL</b>          | <ol style="list-style-type: none"> <li>1. <b>Organised</b> – Ability to plan well ahead and map your projects in a systematic and easy to understand manner</li> <li>2. <b>Dedicated</b> – Display exemplary integrity in all aspects of work, allowing your passion to shine</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ol style="list-style-type: none"> <li>1. <b>Lateral thinker</b> – Accomplished in seeing the bigger picture, thinking creatively to inform strategic and operational decisions</li> <li>2. <b>Quick learner</b> - Desire to hit the ground running and learn at pace</li> </ol>                                                                                            |



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|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|             | <p>through and positively influence your colleagues and portfolio</p> <ol style="list-style-type: none"><li>3. <b>Team player</b> – Capable of and eager to work effectively with others as one team, collaborating to achieve a shared vision</li><li>4. <b>Attention to detail</b> – Ability to create and deliver beautifully composed supporter documentation, and be able to spot errors in copy and data</li><li>5. <b>Ambitious</b> – A relentless determination to improve your work and the work of those around you in order to enable improved outcomes for those relying on the charity</li><li>6. <b>Confident</b> – The gumption to propose ideas, and the confidence to carry them out, bringing others on the journey with you</li><li>7. <b>Cool head</b> - Ability to work under pressure, spot and address potential hurdles to success, juggle workload/multi-task, set priorities and meet deadlines</li><li>8. <b>Flexible</b> - Willingness to work flexibly, proactively and respond to the emerging needs of the charity and our supporters</li><li>9. <b>Participative</b> - Live the Noah's Ark culture and values of kindness, courage and excellence</li></ol> |  |
| <b>MISC</b> | <ol style="list-style-type: none"><li>1. Commitment to safeguarding and the welfare of children and young people</li><li>2. Ability to ensure that internal policies and procedures are complied with</li><li>3. Enhanced Disclosure &amp; Barring Service (DBS) check</li><li>4. Willing to undergo immunisation checks and immunisations where applicable</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |



## **CHARITY BENEFITS**

### **ANNUAL LEAVE**

25 days, rising by a day after each completed year up to 30 days. We also offer the ability to buy or sell up to 5 days annual leave each year.

### **SEASON TICKET LOAN**

An interest-free loan is available to all staff to purchase a season ticket.

### **LEARNING AND DEVELOPMENT**

Each employee receives suitable training and development opportunities

### **PENSION**

Provided by Aviva, with contributions up to 6% from employer

### **FLEXIBLE WORKING**

Flexible working opportunities are available to staff dependent on the charity's needs.

### **LIFE ASSURANCE**

Staff will receive Life Assurance (Death in Service) provided by Canada Life Group Insurance. The benefit basis is 4x annual salary.

### **PAID MEMBERSHIP TO BLUE LIGHT CARD**

Staff will receive a Blue Light card membership giving discounts to a number of well-known brands and stores.

### **BIKE2WORK SCHEME**

Salary sacrifice scheme offering the opportunity to purchase a bike and accessories, with tax free payments spread over a period of time.

### **SUBSIDISED CAFÉ**

Freshly prepared hot and cold meals provided at The Ark daily at a subsidised rate.

### **STAFF REFERRAL SCHEME**

Monetary incentive for staff when they successfully recommend a candidate for an open position.

## HOW TO APPLY

Please send your completed application form to the HR team at [recruitment@noahsarkhospice.org.uk](mailto:recruitment@noahsarkhospice.org.uk)

The application form is available to download under the relevant vacancy at <https://www.noahsarkhospice.org.uk/work-with-us>.

If you would like to have a confidential discussion about this role, please email the HR Team at [hr@noahsarkhospice.org.uk](mailto:hr@noahsarkhospice.org.uk) or call 020 8449 8877.

We can't wait to  
hear from you!



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Company Registration No. 3901606  
Registered Charity No. 1081156



# About Noah's Ark Children's Hospice

## ABOUT NOAH'S ARK CHILDREN'S HOSPICE

Noah's Ark Children's hospice helps babies, children and young people who have life-limiting or life-threatening conditions, and their families, make the most of every day. We are here to enable those we support to enjoy life as children, rather than as patients, as families, not just as carers.

Our expert staff and trained volunteers provide clinical, emotional and practical support for families across north and central London and Herts Valley. We carefully adapt our support for every child and offer it wherever it is required - whether in their home, their community or at our state-of-the-art children's hospice building, The Ark, in Barnet.

## THE ARK

Designed by families, for families, The Ark was opened in September 2019 by the Mayor of London. The Ark is a place of light and life, where you will find music, art, play and drama therapy; children blossoming in sensory and soft play rooms; and a fully accessible playground. The grounds offer wheelchair accessible outdoor experiences, including a Woodland Walk through a 7-acre nature reserve and a sensory walkway. At The Ark we are able to provide Specialist Care and Nursing for babies, children and young people, supporting their full clinical, emotional, social and practical needs. We have created a space where children who are seriously unwell are accepted as they are, safe to play, explore, express themselves and build confidence.



## OUR VALUES

Our values capture who we are, and what we expect from staff and volunteers. They are the 'Noah's Ark way', and are reflected in everything we do.



### KINDNESS

- We show compassion and empathy in all our interactions
- We put the child and family at the heart of all we do
- We are considerate: act thoughtfully and behave with integrity
- We go above and beyond
- We embrace diversity
- We create precious moments for children and their families
- We actively promote good mental health and look after our team
- We do not judge others for their differences



### EXCELLENCE

- We are exacting and passionate about our mission
- Our expert and dedicated team is tenacious and solution focused
- We are pioneering, creative and adaptable
- We collaborate and build partnerships
- We listen and learn
- We are considered and reflective
- We plan and grow responsively and responsibly
- We invest in our people



### COURAGE

- We are strong and ambitious in all we do
- We challenge the status quo, making bold resilience and aim to empower
- We help families and each other build resilience and aim to empower
- We act with candour and integrity
- We reach out to people in very difficult circumstances
- We do not shy away from making hard decisions or from challenging situations
- We are not afraid to ask for help