



## **FUNDRAISING – SENIOR PHILANTHROPY MANAGER (GRANTS, TRUSTS & FOUNDATIONS)**

<b>SALARY</b>	£40,000 - £45,000 per annum (depending on experience)
<b>LOCATION</b>	Barnet (north London) / hybrid working
<b>HOURS</b>	37.5 hours per week (full-time)  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, which covers both Major Donor and Trust fundraising streams, is pivotal to Noah's Ark – typically accounting for more than 50% of the charity's overall income. The successful candidate will manage the Grants, Trusts & Foundations programme which has been expertly led and is now an area of real success. However, we know that we can go much further still.



The Senior Philanthropy Manager will benefit from working as an integral part of a high-performing and super supportive team, ready for its next exciting growth phase.

The Senior Philanthropy Manager will line manage an existing Trust Fundraiser and work closely with the Senior Head of Philanthropy & Partnerships, with guidance from the Director of Fundraising & Communications, to manage and develop the trust pipelines, along with instrumental work on developing a structure around corporate and community application processes. The post-holder will be key in taking the philanthropy programme to the next level, securing new multi-year grants, supporting with applications to key corporate foundations and establishing lasting relationships with funders.

## **ABOUT YOU**

You will be a dedicated, organised and reliable individual. You will show determination to succeed and have a solutions-focused outlook.

An exceptional and eloquent communicator, excellent at managing your time and a natural relationship builder; you will have an eagerness for cross-team working. Whilst direct experience in all fundraising areas isn't a prerequisite, you will have confidence in your ability to add value through collaborative lateral thinking and through supporting other team members with their applications, as well as acting as a key liaison with our care team to obtain latest information about service delivery.

If you have experience of leading a trust fundraising programme to an outstanding level, including securing numerous six-figure grants, we would love you to apply.

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

### **RELATIONSHIP MANAGEMENT**

- Build on a supporter stewardship strategy for our existing portfolio of funders, underpinned by systematic processes and first-class relationship building, engendering trust, long-term passion and regular support
- Devise and implement bespoke plans for new funders, 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 funders (both at one-to-one and group level), outlining Noah's Ark's progress and plans, and tailoring to each audience

- Ensure that funders receive timely and relevant thank you messaging, correspondence and updates about the work of the charity
- Support fundraising colleagues with report-writing and less formal updating of non-trust funders
- Work with other fundraising and communications team members to innovate the ways we connect with existing funders, creating integrated supporter journeys across traditional and digital channels
- Use our database, Beacon, effectively to ensure that funding applications, reporting and stewardship systems and processes are accurate and efficient
- Work with the Finance team to ensure accurate logging of Philanthropy income
- Supply supporters with fundraising materials and promotional collateral as and when required

#### **STRATEGIC LEADERSHIP**

- Lead on strategy development for Noah's Ark's trust programme, ensuring that the programme is run systematically and efficiently
- Lead on decisions about the type and frequency of communications to trust and foundation supporters
- Manage and plan the trust pipeline of activity and approaches to ensure the charity is on track to meet financial targets in this area

#### **FUNDER ACQUISITION**

- Drive significant growth of the number of trust and foundations donating to Noah's Ark, through researching and applying to prospective trust supporters
- Develop cases for support that are presented beautifully and sing from the page - truly bringing Noah's Ark's inspiring work to life, ensuring applications are effectively tailored to relevant funders' grant strategies and preferences
- Initiate and build relationships with supporters via telephone, email, face-to-face meetings, events, and through identifying and utilising peer-to-peer links

#### **TEAM LEADERSHIP**

- Manage at least one other team member to support the areas overviewed above
- In liaison with the Director of Fundraising & Communications, and your team, set objectives, key results and initiatives for your team
- Monitor team progress through regular 1:1 meetings and appraisals
- Provide line management in the development of work plans and projects, with an emphasis on ambitious growth and prioritising areas which will lead to maximum gain



## **REPRESENT THE CHARITY**

- Be an ambassador for the charity; present formally and informally to a wide range of audiences
- Speak about the charity with impact during meetings, being able to communicate at all levels and positioning yourself as an equal with funders of all experience and backgrounds
- Take every opportunity to develop and continually improve

## **INTERNAL & EXTERNAL COLLABORATION**

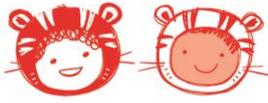
- Work with the Care Team on input required for the success of funding applications and projects, giving plenty of consideration for their capacity to assist with aspects outside of service provision
- Seek out opportunities to learn from professionals from outside the charity, as well as within, and 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>	Educated to A level standard or equivalent	Educated to degree level or equivalent
<b>SKILLS / KNOWLEDGE / EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Experience of raising significant sums from grant making bodies</li> <li>2. Highly successful relationship building skills, having built a portfolio of key supporters, including through face-to-face meetings and telephone conversations</li> <li>3. Experience of managing others to deliver exceptional results</li> <li>4. A proven understanding of how best to use a supporter database to aid effective fundraising, including data segmentation and maintaining trust information with high quality data</li> <li>5. Ability to use Word, Publisher or PowerPoint to make formatting edits to template applications and reports</li> <li>6. Knowledge and demonstrable experience of adhering to data handling/GDPR laws and codes of conduct</li> <li>7. Experience of managing expenditure budgets and overseeing their delivery</li> </ol>	<ol style="list-style-type: none"> <li>1. Practiced in being an active participant in a collaborative fundraising team</li> <li>2. Experience of working towards and/or securing six-figure gifts</li> </ol>



<p><b>BEHAVIOURAL / PERSONAL</b></p>	<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>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>3. <b>Lateral thinker</b> – Accomplished in seeing the bigger picture, thinking creatively to inform strategic and operational decisions</li><li>4. <b>Attention to detail</b> – Ability to create and deliver detailed and accurate applications and able to spot errors in copy and data</li><li>5. <b>Confident</b> – The gumption to propose ideas, and the confidence to carry them out, bringing others on the journey with you</li><li>6. <b>Inspiring</b> – Ability to inspire internal and external stakeholders through engaging written and verbal communication</li><li>7. <b>Team player</b> – Capable of and eager to work effectively with others as one team, collaborating to achieve a shared vision</li><li>8. <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>9. <b>Flexible</b> - Willingness to work flexibly, proactively and respond to the emerging needs of the charity and our supporters</li><li>10. <b>Participative</b> - Live the Noah's Ark culture and values of kindness, courage and excellence</li></ol>	<ol style="list-style-type: none"><li>1. Ability to work proactively and make decisions, demonstrating initiative and taking action to solve problems and maximise opportunities for fundraising</li><li>2. Familiarity with the geographical area Noah's Ark covers</li></ol>
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<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>	
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## **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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Noah's Ark Hospice is a Company Limited  
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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.



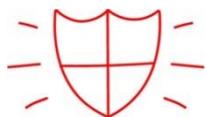
### KINDNESS

- 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