



Philanthropy Manager

Appointment brief
October 2023

UWS

**EDUCATE THE FUTURE
CHANGE THE FUTURE**

Hannah Laking, Divisional Director

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HarrisHill
charity recruitment specialists



About us

Education accelerates poverty reduction, female empowerment, and improved infant mortality. Yet, 244 million children worldwide are out of school. This changes now.

UWS works to ensure children have access to quality, inclusive education in remote and marginalised communities by collaborating with local partners, communities and governments.

We deliver schools, we train teachers and we strengthen education systems in Cambodia, Nepal, Madagascar and Myanmar. We want to grow our reach and impact.

Our low-cost, high impact model builds capacity, not dependency. This ensures that education systems continue to flourish beyond our involvement.

Shifting focus from delivering change in the short term, to empowering change for the long term, we go beyond educating the future, to changing it.

Our vision is Zero Education Poverty.



Role summary

We are looking for an experienced fundraiser with a genuine passion for building relationships and connecting supporters with a cause . You will be part of a small, but mighty team working in a fast-paced environment that is dedicated to supporting our ambitious growth strategy.

We have a highly successful and established philanthropy programme which raises over £1m annually. There is more potential and this role will support the development and retention of existing high value relationships, and own a pipeline of new prospects to cultivate.

You'll have an understanding of philanthropy trends, be adept at identifying, initiating and fostering positive, productive relationships and be able to communicate with a wide range of audiences and stakeholders. You will have an entrepreneurial spirit and a can-do attitude.

You will be responsible for delivering against an ambitious high value fundraising plan by focusing on growing a mid value giving programme and building up the major donor pipeline. There is plenty of opportunity for innovation. The role will work with the wider fundraising team, support the development of a new High Value Fundraising Committee, and work with colleagues internationally to develop opportunities.

Job description

Job title:	Philanthropy Manager
Reporting to:	Senior Philanthropy Manager
Line Management responsibilities:	None
Location:	UWS offices in Paddington, London (Flexible working available)
Job Type:	Full time, permanent
Salary:	circa £33,000 - £35,000

Responsibilities

- Deliver against the Philanthropy strategy and annual plan
- Deliver the agreed Philanthropy budget and KPIs to drive income growth
- Own and manage a live and active prospect list with clear plans on cultivation from prospect to secured gift
- Accurate recording of financial information e.g receipts, invoices, gift aid forms etc
- Identify prospects and use a systemic approach to qualification and cultivation
- Work with the wider fundraising team, Trustees and other Senior Leaders within UWS to identify funding priorities and opportunities for giving
- Develop philanthropy products to drive giving at multiple levels
- Create and manage engaging stewardship plans including the development and sharing of donor reports
- With the support of the Senior Philanthropy Manager build and deliver a mid value giving program and Major donor pipeline (value c.£500k pa)
- Build visionary cases for support to secure sustainable multi-year funding
- Work collaboratively across the organisation to identify and maximise income unlocking peer to peer relationships within the Philanthropy portfolio
- Develop and implement tactics to retain and development donors, ensuring clear donor journeys and stewardship plans are in place and active
- Represent UWS externally
- Ensure all work is compliant with fundraising policy, industry best practice, and GDPR
- Undertake other tasks as required to support and contribute to the fundraising strategy and wider UWS strategy
- Play an active role in the team, and across the organisation as a whole, fostering good working relationships.

Person specification

Experience

Essential

- Successfully securing 5-6 figure gifts from individuals
- Developing annual work plans, delivering against budgets and developing accurate forecasts
- Successfully building and managing a pipeline of high value supporters and uplifting their value (min value c£250k pa)
- Excellent professional network development skills
- Working with senior stakeholders to build relationships with key influencers
- Building successful prospect pipelines and cultivation tools
- Creating fundraising propositions including inspiring cases for support
- Developing the value of supporters through a variety of stewardship techniques to achieve targets, including reports

Desirable

- Working with high value development boards and committees
- Experience of working with CRM/database
- Experience of Canva design programme
- Developing fundraising products e.g mid-value giving programme or similar scheme
- Using events to drive interest and gifts
- Working for an International NGO

Skills and abilities

- Creative and entrepreneurial in approach
- Excellent interpersonal skills with the ability to operate effectively across a wide range of audiences and stakeholders.
- Ability to motivate and inspire supporters
- Excellent written and verbal communication skills, including excellent attention to detail
- Ability to manage a varied and busy workload
- Ability to work on own initiative with a flexible, positive attitude towards work

Other

Commitment to UWS' vision, mission and values



More information

As a UWS member of staff, you are one of the organisation's most important assets. We want you to love working for us, and to feel supported in maintaining a healthy work-life balance.

Trips to our countries

Knowing the people we work with and support is critical to ensure you are effective in your role in the UK. You will have the opportunity to travel to the countries we work in order to maximise the contribution you are able to make.

Leave

25 days annual leave plus 8 statutory bank holidays per calendar year. Four well being days per annum.

Flexible Working

In order to support all staff in maintaining a healthy work-life balance, we offer flexible working.

Learning and development

The quality of United World Schools staff is paramount to the organisation's success, and as our activities and ambitions evolve and develop, so too do we need our staff to. United World Schools positively assesses the skills and experience of staff regularly and offers opportunities for learning and development.

How to apply



To apply please send the following:

- An up to date CV
- A Supporting Statement (no more than 1 x A4 pages) highlighting your suitability for the position and why you are interested

All applications will be treated in the strictest confidence.

UWS is committed to the safeguarding of children and ensuring we recruit safely is central to this commitment. All applicants will be required to undertake a DBS (Disclosure and Barring Service) check as a condition of employment.

United World Schools is an equal opportunities employer and actively promotes diversity and strongly encourages applications from within Black, Asian and Minority Ethnic communities and under-represented groups.

Please submit your completed application to hannah.laking@harrishill.co.uk by 9am, Monday 16th October 2023.

Dates for your diary

Closing date for applications: 9am, Monday 16th October 2023

First stage interviews: w/c 23rd October 2023

Second stage interviews: w/c 30th October 2023

The assessment stages will be via video conferencing if a face-to-face meeting is not possible.

Please state in your application if you have any commitments during the interview period that may coincide with these dates.



Thank for you reading our appointment brief. If you wish to have an informal discussion, have any queries on any aspect of the appointment process, or need additional information please contact **Hannah Laking** at **Harris Hill** on **020 7820 7331** or **hannah.laking@harrishill.co.uk**.

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