

Senior Philanthropy Manager

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Senior Philanthropy Manager

Position in the organisation

Reports to the Development Board Lead.

Manages Fundraising Development Manager.

Member of the Philanthropy Team within the Income and Engagement Directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Senior Philanthropy Manager role leads on the management and delivery of our highly successful Insurance United Against Dementia (IUAD) campaign. You will work closely with an exceptional board of senior volunteers from the insurance industry to deliver the campaign strategy. You will lead on securing income from personal philanthropy and Trusts from within the industry, working closely with Board members on peer-to-peer advocacy.

In addition, the role has oversight and input to all IUAD campaign activities - including communications, events and corporate partnerships. You will lead on relationships with key IUAD board members to maximise fundraising opportunities and maintain their motivation and engagement in the campaign.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Work with IUAD board members to deliver IUAD campaign strategy, meeting annual fundraising targets for the campaign.
- Support the Development Board Lead to involve IUAD Chair in strategic campaign decisions and key activity.
- In conjunction with board members, lead the growth and development of the philanthropic income stream of the IUAD campaign, extending and uplifting current donors and broadening networks to secure new donors to deliver budgeted income.
- Oversee progress of all additional campaign activities including corporate partnerships, events and communications, working closely with the Development Board Lead to ensure campaign objectives and fundraising targets are met.
- Manage the IUAD Board, in consultation with the Development Board Lead, to lead on recruitment, engagement, and relationship management, to ensure strong working relationships with all board members.
- Plan and lead all board meetings by working closely with the Development Boards Lead and IUAD Chair. Ensuring alignment with campaign strategy, reporting monthly on progress, secured income and forecasts towards achieving financial targets.

- Deliver first class account management of major donors and board members, creating engagement and cultivation strategies.
- Manage Fundraising Development Manager, supporting them to meet their objectives and encouraging their development.
- Work closely with Development Board Lead to set annual campaign targets and lead on monthly budget reviews and quarterly reforecasts.
- Work with the Supporter Insight team to create compelling funding proposals and motivational impact reports.
- Represent the Society to supporters face to face, in writing and by telephone.
- Build strong effective working relationships with key contacts across the Society.
- Take on other tasks, duties or projects commensurate with the general level of this post.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

| Skills & knowledge | Application (A) or Interview (I) |
|--|----------------------------------|
| Proven success in raising five and six figure gifts from major donors or equivalent. | A/I |
| Budgeting and financial management experience and ability to analyse financial information and present it in an accessible format. | A/I |
| Experience of managing fundraising, engagement and stewardship strategies. | A/I |
| Experience in managing and developing relationships with donors at all levels. | A/I |
| Ability to identify and maximise funding opportunities to meet and exceed targets. | A/I |
| Ability to act diplomatically at all levels both internally and externally – stewarding important relationships to maximise gifts. | A/I |
| Excellent working knowledge of MS Office, fundraising databases and the internet. | A/I |
| Excellent communication and negotiation skills (verbal and written). | A/I |
| Exceptional project management and organisational skills. | A/I |
| Excellent interpersonal and networking skills. | A/I |
| Excellent attention to detail. | A/I |

| Competencies & personal attributes | Application (A) or interview (I) |
|---|----------------------------------|
| Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves | A/I |
| Be a self-starter and incredibly motivated | A/I |
| Excellent organisational and timekeeping skills | A/I |
| Excellent attention to detail | A/I |
| Non-judgemental communication | A/I |
| Commitment to and understanding of equal opportunities | A/I |
| Understanding of the inclusion agenda and its relevance within a diverse society | A/I |

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave