Cumbria Community Foundation

**Philanthropy Officer Job Description**

**BACKGROUND**

Cumbria Community Foundation exists to address poverty and disadvantage. We connect people who care with causes that matter, distributing, in partnership with our supporters and fundholders grants worth over £2m pa.

We provide philanthropic services to businesses, individuals and families and other organisations across the county. Established in September 1999 we have given out over £30 million in grants to more than 4,000 groups and disadvantaged individuals. We have long term funds of over £15 million derived from our strong donor base, and are held in high regard by key stakeholders. A recent review of organisational objectives has set an ambitious target of doubling the Foundation’s endowment to £30m and grant making by April 2022.

The Philanthropy Officer will be a key member of a small Development team which includes the Chief Executive and Development Assistant. In the last year the Foundation has introduced new systems for research and identification of potential donors and a clear message for the promotion of philanthropy. In May 2017, we will launch a ‘hidden needs’ report highlighting the priority and pressing social needs of our county.

The Philanthropy Officer is a new post, introduced following the production of a new business plan which identified the need for additional capacity in the Development team. Trustees and staff are committed to promoting the philanthropy services of the Community Foundation to a new audience of potential donors with the aim of securing a substantial growth in funds. This is a challenging and exciting opportunity to contribute to building the philanthropic grant making capacity of the organisation.

**Title**: Philanthropy Officer

**Employer**: Cumbria Community Foundation

**Reporting to**: Chief Executive

**Key Relationships:** Chief Executive; Development Assistant, Trustees; Staff in the Grants

 and Donor Services Team; Chief Operating Officer; Finance Director.

**Responsible for:** none

**Hours:** 30 hours/week requiring out of office hours working

**Salary:** circa £30K fte

**Contract**: Initial one year contract

**Pension**: The Foundation will make a matching contribution of up to 7.5% towards employee’s own personal pensions

**Location**: The office premises are situated in Dovenby, near Cockermouth

**Leave**: 25 days per year plus two additional days at Christmas and one at Easter (pro rata)

**Review**: This post is subject to a four month probationary period.

**Role Purpose**

The Philanthropy Officer has responsibility for income generation, especially endowment fund development, but also including new funds for immediate distribution and the exploration of new sources of income. Cumbria Community Foundation seeks continuous income growth to increase the value of grants distributed. A member of the Development Team, the Philanthropy Officer will provide a contribution to strategy development, anticipating and proactively preparing for changes and opportunities in philanthropic giving.

Specific areas of work will include:

* Working with the Chief Executive to secure funds from major corporate investors in the county.
* Work with wealthy individuals and business owners to create new grant making funds.
* Support the Development Assistant in delivery of work with professional advisers and their clients.
* Attend CCF events.
* Contribute to the identification of potential donors.

**Key accountabilities of the role**

* To increase the proportion of funds delivered through new donors and income streams.
* To ensure CCF provides a tailored service to new fund holders, whilst continuously designing and promoting funds, including discretionary funds.
* Represent the Foundation positively at events as appropriate.
* To accept other responsibilities and activities that may present themselves to CCF, subject to additional duties and responsibilities falling within the experience and remit of the post.

**Person Specification**

It is essential that in any written application evidence of examples of proven experience in each of the selection criteria in PART 1 of the person specification is provided. These responses will be developed and discussed with all candidates selected for interview, together with the other criteria listed in PART 2.

**PART 1**

**Knowledge and experience**

* Strong track record of achievement, in the field of sales, marketing, finance, fund or business development.
* Proven experience of building and maintaining high-value relationships and networks, with an understanding of the principles that underpin successful donor and client relationships.
* Experience of income generation, underpinned by a thorough appreciation of the range of potential sources of income available to community foundations and the organisations that they work with and support.
* Understanding of local issues and needs and alert to opportunities where philanthropy could make a difference.

**PART 2**

**Skills and abilities**

* First class presentational, interpersonal and rapport skills and ability to secure the confidence and trust of existing and potential donors and funders quickly.
* Strong networker and partnership-builder: highly effective persuasive and influencing abilities, supported by outstanding written and verbal communications skills. Strong organisational and planning abilities. Able to work as part of a small team, under pressure when required, and within CCFs policy framework at all times. A knowledge of ‘theory of change’ and similar change models. Effective IT and administration skills.
* Ability to prospect and engage in the identification and cultivation of prospective donors - able to undertake desk-based research (including use of social media) to identify, find and reach potential donors.
* Ability to eloquently and convincingly ‘make the case’ for community philanthropy and the CF - recognises other players in the philanthropy advice arena and can distinguish the CF offer; is able to demonstrate credibility by describing projects funded and other donors associated with the CF;
* Is adaptive and is able to wear different hats, tailoring the message to the intended audience (individual, family, business, charity, public sector partner etc.).
* Ability to turn exploration and discussion into giving and commitment with ability to discern donor intent, values, motivations, interests and passions and navigate their needs and can recognise the difference between community philanthropy and fundraising.
* Ability to describe the tax benefits of charitable giving.

**PART 3**

**Personal style and behaviour**

* Promotes CCF with confidence and offers fresh and original thinking to meeting the wishes of donors investing their local charitable giving in CCF.
* Is confident in working with high-profile / significant individuals and organisations.
* Has the confidence and presence to proactively network on the local corporate / high-net-worth / professional advisor scene, in order to increase profile and contacts.
* Strategic thinker with the capacity to work across issues and sectors for the benefit of the county.
* Offers commercial acumen balanced with a high level of emotional intelligence
* Spots opportunities and connections and shows determination in building the financial resources available for community and charitable activity throughout the county.
* Flexible, positive and motivated team player.
* Tenacious and resilient.
* Strong personal and professional integrity: supports, promotes and embodies the values of CCF.

**Additional Information**

**Applicants with Disabilities**

The Foundation is an equal opportunities employer and encourages applications from people with disabilities. However candidates need to be aware that the office accommodation is situated on the first floor of an office building.

**Values**

Support the team charter of the Foundation

**Continuous Personal Development**

Work with the Chief Executive to identify areas for further training and development, undertaking relevant courses and qualifications as required.

**Health and Safety**

The post holder is required to carry out the duties in accordance with the Foundation’s Health and Safety policies and procedures.

**Diversity**

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

**Quality**

To support the Foundation in striving to create a culture with a total commitment to quality

**Application Process**

Please complete and return the attached application form. A supplementary CV can be supplied in lieu of completing the application form as long as all information is supplied.

The deadline for applications is 9am 25th May 2017. The date for interviews is 31st May 2017. Interviews will take place at Dovenby Hall and follow an assessment centre approach and may require candidates to attend for the whole day.