# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Head of Philanthropy</th>
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<tbody>
<tr>
<td>STATUS:</td>
<td>Full Time</td>
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<tr>
<td>HOURS:</td>
<td>9.00 – 5.30pm</td>
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<tr>
<td></td>
<td>37.5 hours per week</td>
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<td>(JDRF operates a flexible working hours policy)</td>
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<td>SALARY:</td>
<td>£47,100-£53,100 per annum inclusive</td>
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<td>HOLIDAY:</td>
<td>25 days per annum inclusive</td>
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<tr>
<td>LOCATION:</td>
<td>Islington, London</td>
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<td>REPORTS TO:</td>
<td>Director of Fundraising</td>
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<td>DIRECT REPORTS:</td>
<td>Philanthropy Manager</td>
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<td>KEY INTERNAL RELATIONSHIPS:</td>
<td>This role works closely with the Chief Executive. Director of Research Partnerships, Fundraising Management Team, Research Communication team</td>
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<td>KEY EXTERNAL RELATIONSHIPS:</td>
<td>JDRF’s Board of Directors, past Board Directors, volunteer groups, JDRF Patrons and other key volunteer contacts</td>
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JDRF is the type 1 diabetes charity, improving lives until we find the cure. We fund research to cure, treat and prevent type 1 diabetes. We also provide information for children and adults living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes and campaign for increased focus on, and funding for, research to find the cure.

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We want our employees to be committed and prepared to go the extra mile to assist us in finding the cure for type 1. Whatever your role is within JDRF you can be guaranteed that your work will always be rewarding. Get involved and use your skills to help JDRF find the cure for type 1.
PURPOSE OF THE ROLE
To lead on the development and delivery of the philanthropic giving strategy

To identify, steward and ‘make the ask’ of potential prospects.

To grow and develop the Patrons Club and Accelerator Programme

To work closely with the Chief Executive Officer (CEO) and Director of Research Partnerships in identifying key prospects and how they should be stewarded

To set, monitor and achieve agreed income and expenditure targets for the Philanthropic team

Work with fundraising colleagues in recognising the potential of supporters within in their fundraising streams who are able to give philanthropic gifts

KEY RESPONSIBILITIES
• Develop and implement a strategy for the cultivation and stewardship of all major donor partnerships and relationships to ensure long term commitments.
• Work closely with the CEO in preparing stewardship plans for key donors and prospects. Providing advice and support for the CEO around these key relationships and ensuring the delivery of any plans.
• Manage and develop the portfolio of Accelerator Programme donors (£25k - £1m pa) to maximise their long term commitment to the charity.
• Identify plans for uplifting the gift of current supporters with the propensity to give at a higher amount.
• Take the lead role in generating new income from major donors.
• Work in partnership with other fundraising teams, to generate a pipeline of new major donor prospects from existing pool of donors who proactively choose to support the charity throughout the year by attending events, taking on challenges or giving in other ways.
• Produce annual plan, budget and key performance indicators for the Philanthropy team.
• Lead on the preparation, monitoring and review of income from all aspects of strategy, suggesting and taking action where appropriate.
• Work closely with the Head of Brand and Marketing and the Director of Research Partnerships to create and develop a range of high value products to meet the needs and preferences of major donors.
• To work closely with the other JDRF international affiliates to share best

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practice and look at global opportunities

- Inspire, motivate, line manage and develop the Philanthropy Manager.
- Monitor performance through the measurement and reporting of team plans and budgets.
- Oversee the keeping of accurate records of relationships with all donors and partners.
- Liaise closely with the other Fundraising teams to share plans and add value to each other’s fundraising areas.
- Identify, instigate and maintain relationships with a wide range of internal staff and volunteers from trustee level down.
- Prepare regular reports for the Director of Fundraising, CEO and Board of Trustees

**Additional responsibilities**

- Maintain up-to-date knowledge of JDRF research projects
- Maintain up-to-date knowledge on sector and market trends, the legal environment impacting on high value fundraising and ensure compliance with standards determined by the fundraising regulator
- Adhere to all JDRF’s organisational standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on donors and prospects remains confidential.
- Contribute to the organisation’s strategic direction, a performance driven culture and good practice in your leadership role.
# PERSON SPECIFICATION

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| **Experience:** | • Proven track record of asking for and securing major gifts  
• Experience of working with major donors  
• Managing a high performing team  
• Experience of uplifting gifts from current supporters | • A proven ability to convey complicated medical research projects simply and accurately to funders and key influential people: high net worth individuals, trustees  
• Thorough knowledge of charity law and tax effective giving |
| **Skills:** | • Excellent communication skills including great proposal writing, proofing and presenting skills  
• Ability to write clear reports for external and internal audiences  
• Skilled networker, with ability and willingness to work an event  
• Excellent motivational and interpersonal skills  
• Skilled at developing and maintaining internal and external working relationships at senior level  
• Excellent organisation, time and project management skills, with the ability to manage projects through to completion  
• A thorough understanding of the UK philanthropy market | |
| **Personality:** | • Professional, thorough and determined  
• Self-motivated  
• Good at developing relationships  
• Meticulous attention to detail and thorough approach | |

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### Education:

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### Other:

- A willingness to travel
- Availability and willingness to attend evening events

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**EQUAL OPPORTUNITIES**

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

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JDRF is a registered charity No. 295716 (England and Wales) and SC040123 (Scotland)

Raising funds for research to find a cure for type 1 diabetes.

[www.jdrf.org.uk](http://www.jdrf.org.uk)

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