

# 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.

# Philanthropy Manager (Major Donors)

## Position in the organisation

Reports to the Philanthropy Lead (Major Donors)

Member of our Major Donor team.

Part of our 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.

This exciting new Philanthropy Manager role will be responsible for finding and cultivating relationships with major donors, sector intermediaries (such as wealth managers), and will help us broaden our philanthropic relationships in underserved communities.

You will be key to engaging new prospects with the Society's ambitious vision and exciting major programmes of work, spanning cutting edge research, health inequalities, clinical trials, on-the-ground support and participation for people living with dementia.

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

- Managing a portfolio of donors, to provide our supporters with best in sector stewardship.
- Forging close relationships with philanthropists, with a focus on engaging the South Asian community with our work.
- Cross-team working with our Insurance United Against Dementia and Sport United Against Dementia development boards, to grow our philanthropic networks.
- Building networks with philanthropic 'intermediaries', such as private wealth managers and family offices.
- Responsible for delivering excellent major donor cultivation, reporting and stewardship experiences, working collaboratively with the Fundraising Communications and Special Events teams.
- Collaborating with peers in Trusts and Foundations, Development, Special Events, Corporate Partnerships and Prospect Development to grow the major donor pipeline.
- Build strong effective working relationships with key contacts across all the Society's directorates.

## 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)
Excellent verbal and written communication skills, able to articulate detailed information in a highly persuasive manner.	A/I
Excellent interpersonal skills; demonstrating diplomacy, discretion, tact and ability to effectively interact with and influence donors, cross-function peers and senior stakeholders.	A/I
High level of motivation, initiative and a demonstrable desire to succeed and achieve results.	A/I
Experience of building and sustaining successful relationships with major donors.	A/I
Good knowledge of major donor fundraising theory and best practice.	A/I
Proven success in securing 5-figure gifts from philanthropic supporters.	A/I
Experience of developing funding communications, propositions and reports.	A/I
Experience of working with a CRM	A/I
Proven experience of meeting/and exceeding financial and KPI targets.	A/I

Evidences a high degree of personal credibility to ensure that the reputation of the organisation is not put at risk.	A/I
The ability to build up or has pre-existing knowledge and links into the South Asian community, to help us further our philanthropic networks.	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