



Job Profile –Philanthropy Manager (maternity cover).

Location:	Tower of London (with travel to other Palaces as necessary)
Reports to:	Head of Philanthropy & Trusts
Responsible For:	Patrons and Philanthropy Officer
Purpose of this role:	<p>Following the challenges of the pandemic, fundraising income is recognised as critically important to Historic Royal Palaces and the charity is committed to making strategic investment in the team to achieve significant growth and support our mission to conserve and tell the stories of six of the most wonderful palaces in the world.</p> <p>Growing income from major individual philanthropists is at the heart of this plan. We have the support of a wide range of senior volunteers who are actively opening their networks to gain support for our charity.</p> <p>An experienced Philanthropy Manager is sought to build and manage relationships with our senior volunteers and philanthropic individuals in order to secure significant income.</p> <p>This role will take responsibility for reviewing our current approach to major gift fundraising and developing and delivering a sustainable growth strategy.</p> <p>This post will suit someone with outstanding relationship and stakeholder management skills (internal and external), with creative and engaging writing and presentation skills.</p>
Date:	December 2022



What you will be doing in your role:

Planning and strategy

- Support the development, and implementation, of the Development team strategy and lead on certain aspects relevant to major donor fundraising.
- Support the efficient and effective management of your income streams by:
 - contributing to the annual planning and reporting process,
 - setting ambitious and achievable targets, in agreement with the Head of Philanthropy & Trusts
 - reporting against income and expenditure budgets.
 - Ensuring delivery against ambitious KPIs

Fundraising

- Take initiative to identify and build new relationships with individuals with a focus on securing six and seven figure donations in line with agreed targets.
- Develop strategic and personalised solicitation and stewardship plans for a portfolio of donors and prospects in the UK and abroad.
- Proactively manage personal prospect pipeline to align with team strategy, driving progress in a confident and autonomous manner and working in partnership with the Head of Philanthropy and Trusts and other members of the Development team to secure multi-year commitments from supporters.
- Be accountable for a stewardship and reporting plan that ensures exemplary and appropriate levels of service to major donor individuals, to develop long-standing relationships and secure repeat gifts.
- Liaise effectively with key internal stakeholders to identify projects suitable for support from major donor individuals, and to gather the information necessary to write outstanding proposals and updates for major donor individual supporters.

Patrons and American Friends

- Support the Patrons and Philanthropy Officer in reviewing the Patron and American Friends Schemes, to develop new strategies where appropriate to maximise income in a cost-efficient manner.
- Ensure that the Patrons and Philanthropy Officer provides high levels of service to Patrons, delivers a well-attended and valued programme of events and meets the patrons/American Friends annual income target

Relationship management

- Lead on the management of relationships with members of the Campaign Board, the Hillsborough Board, HRP Inc, and other Senior Volunteers to identify potential



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donors and ensure the most effective and strategic approaches are made to secure funds.

- Build relationships at all levels to ensure the work of the charity and the needs of your area are understood and actively supported by other teams, influencing effectively to secure favourable outcomes for HRP.

Team leadership

- Manage, motivate, and support your direct report, and those that deliver for you through matrix working. Encourage an efficient, ambitious and creative approach in order to deliver income growth. Use a coaching and mentoring style of management to ensure the team reaches their full potential.
- Work closely with the Head of Philanthropy and Trusts to develop team culture that underpins and supports the delivery of team strategy.

In addition

- Manage the cultivation expenses budget in a collaborative manner that meets the needs of other team members
- Ensure that donor records are accurate and kept up to date and that all information relating to donors is produced and stored in line with data protection regulations and best practice.
- Represent the Development Team in cross-departmental project planning groups as agreed with the Head of Philanthropy and Trusts.
- Undertake any other activities which may reasonably be requested by the Head of Philanthropy and Trusts.

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves



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In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Inspire Success

Enabling and supporting your staff to succeed

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook
