Versus Arthritis

Job description

Job title: Philanthropy Officer

Reports to: Philanthropy Manager

Department: Philanthropy and Partnerships

Directorate: Income and Engagement

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support, they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**Income and Engagement (I&E) Directorate**

The Income and Engagement Directorate drives action across audiences to transform awareness of arthritis, build the charity's profile and develop a strong, active and loyal community of support. The directorate brings together traditional fundraising streams, earned income opportunities and strategic communication planning to maximise engagement with our supporters to deliver on our goal to be a sustainable organisation.

We are responsible for brand, marketing, communications and fundraising. Alongside putting people with arthritis at the centre of our work, we use insight, evidence and a test and learn approach to create and refine everything we do.  We are fortunate that 80% of our supporters are made up of people living with arthritis. We inspire and motivate people and partnerships to get us nearer to our shared vision of a future free from arthritis.

Job purpose

As a Philanthropy Officer this role will implement and deliver our plans to grow the support we receive from major donors as well as focus on stewarding the wide variety of donors that continue to support our mission throughout the coming years.

Main duties

* Manage a portfolio of high net worth prospects and identify and develop a pipeline of potential supporters who have propensity and capacity to support Versus Arthritis, soliciting donations from £5K to £10K.
* Maintain and update the database system on all existing and prospective donors.
* Revise, implement and monitor a mid-value giving programme, for donors giving up to £10K over 12 months.
* Collaborate across internal teams to maximise giving opportunities and ensure effective reporting of donations received.
* Ensure that fundraising practice and use, storage or processing of data is compliant in line with organisational policies, processes, best practice, and the law (General Data Protection Regulation - GDPR).
* Work with the rest of the Philanthropy and Partnerships team to embed the strategic direction in all our work.
* To represent the interests and needs of philanthropists to Versus Arthritis colleagues.
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* To undertake any other duties as appropriate to the role and organisational requirements.

Key Relationships (internal/external)

* Colleagues from Services and Research directorates.
* Philanthropy and Partnerships team (daily), Income and Engagement directorate (weekly).
* Mid value donors and prospects.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Experience in articulating and packaging up priority projects in an appropriate and attractive way for the interests of audiences.
* Experience in writing donor proposals.
* Experience in database upkeep and maintenance.
* Experience in researching and identifying significant prospects.
* Experience of prioritising own workload.
* Experience of devising and delivering engaging stewardship plans to convert prospects into donors.

Skills

* A great communicator, who can write and present well, listen to others and absorb information.
* Proactive and well-organised but also able to work autonomously when required.
* Able to develop good working relationships and be a collaborative team player.
* Articulate and able to package up our priority projects and develop bespoke communications for the interests of our audiences.
* Balance multiple engagement opportunities and approaches to donors at once.
* Financial literacy and understanding.
* Demonstrate an understanding of philanthropic fundraising and the key drivers of why a culture of philanthropy would support Versus Arthritis.
* Interested in contributing to others success.

Desirable experience, knowledge and skills

* Experience of securing and managing philanthropic gifts.
* Experience of working in the charity sector.
* An interest in improving the lives of people with arthritis and the willingness to gain knowledge of arthritis and musculoskeletal conditions.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.