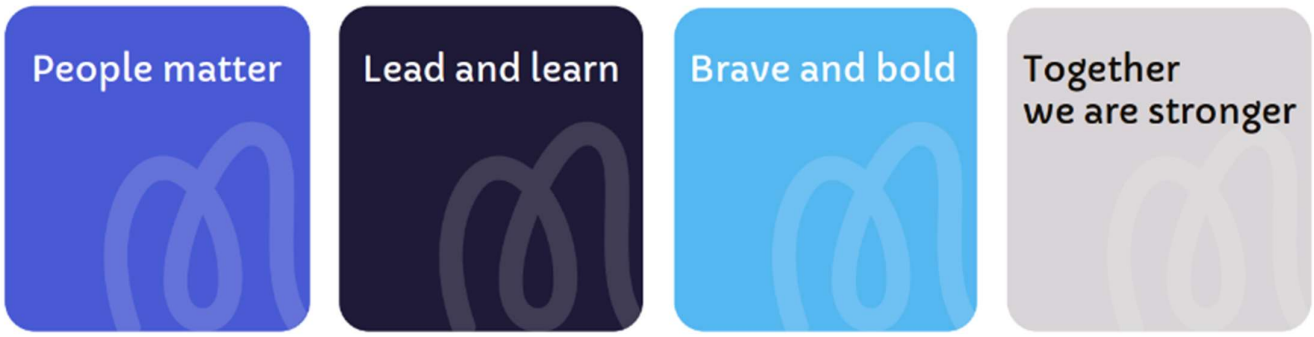
ST ANN'S HOSPICE IS NOW Moya Cole HOSPICE

We're proud to care
We're proud to work together
We're proud to make a difference

At Moya Cole Hospice, there's one thing that motivates us and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care to ensure Moya Cole Hospice is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference,



Job Title: Philanthropy Manager

Salary: Hospice Band 7 £49,387 - £56,515 (Competency Based Framework)

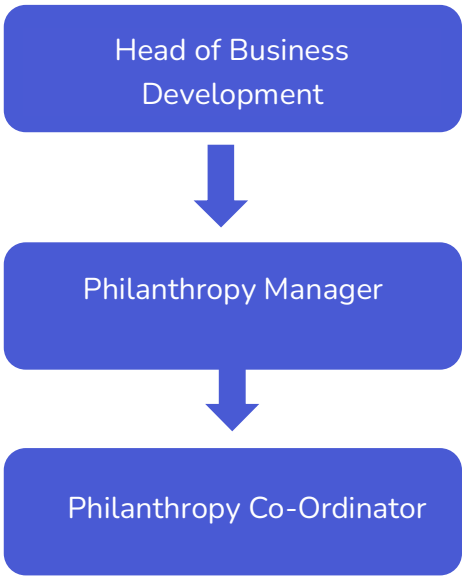
Location: cross site including hospice locations, trading company and hybrid working

Responsible for: Philanthropy Co-ordinator

Responsible to: Head of Business Development

Core Purpose: To lead and deliver the development and delivery of a high value income programme securing significant support from major donors and Trusts and Foundations. Responsible for building and managing a strong pipeline of prospects, cultivating meaningful relationships and delivering compelling funding proposals aligned to the organisations priorities.

Team Organisational Chart



Job Summary

The Philanthropy Manager is responsible for developing and delivering a high value income programme. Cultivating and stewarding a strong pipeline of prospects and delivering tangible outcomes.

Responsibilities

The Philanthropy Manager will:

- Manage all aspects and day to day running of major donor and trust and foundations initiatives
- Develop and deliver a high-value fundraising strategy to maximise income from major donors and trusts and foundations, and family offices. Contributing to overall income targets of the Business Development Department.
- Line manage the Philanthropy Team, setting clear objectives, KPIs and providing coaching and development.
- Build, manage and progress a robust pipeline of prospects through identification, research, cultivation, solicitation and stewardship stages.
- Establish and maintain strong relationships with major donors, trustees and foundation representatives, delivering personalised engagement to maximise income and long-term support.
- Lead the stewardship of legacy pledges and estate administration
- Prepare and submit compelling funding proposals and applications, ensuring alignment with organisational priorities and funder objectives.

- Lead on donor stewardship and retention, developing tailored stewardship plans including reporting, recognition and ongoing engagement to enhance donor satisfaction and lifetime value.
- Work closely with Executive Leadership Team, Trustees and internal teams to identify funding opportunities, develop cases for support and facilitate high-value donor engagement.
- Monitor and report on performance against income targets, pipeline development and key KPIs, using insight to inform planning and improve performance.
- Ensure a high standard of donor experience, delivering timely, accurate and impactful communications that demonstrate the difference donor support makes.
- Maintain accurate records and manage donor information within the CRM system.
- Identify opportunities to grow income, including upgrading existing supporters, securing multi-year funding and developing new funding opportunities.
- Build relationships with wealth advisors, solicitors, accountants and other professionals who work with high-net-worth individuals to raise awareness of the Charity.
- Collaborate across the Business Development Team to deliver joined-up approaches to supporter engagement, ensuring consistency and maximising outcomes.
- Represent the organisation externally, attending meetings, events and networking opportunities to build relationships and raise the organisation's profile.
- Ensure compliance with GDPR and Fundraising Regulator codes.
- Champion excellence in donor and customer care.
- Support the Head of Business Development with financial control and budget management

Skills, Qualifications and Experience

The Philanthropy Manager will:

- Demonstrate degree or equivalent experience in a similar role
- Demonstrate experience of, and confidence in, soliciting major gifts including five to seven figure donations and multiyear funding from high-net-worth individuals and/or trusts and foundations
- Have a proven track record of delivering against budget
- Be highly organised with the ability to manage multiple priorities and deadlines
- Have experience of handling sensitive and confidential information with an understanding of GDPR
- Have experience in proposal writing and reporting
- Demonstrate the ability to use data and research to identify and qualify funding opportunities and inform decisions to improve performance.
- Have a strong understanding of the UK philanthropy landscape including trends in major giving and trusts and foundations
- Demonstrate influencing and negotiation skills

- Have experience of collaborative working to develop compelling cases for support
- Demonstrate excellent written and verbal communication skills
- Demonstrate a commitment to equal opportunities and diversity
- Travel independently across locations as needed; flexible working including occasional evenings/weekends to support fundraising events, retail operations and campaigns
- Work within Moya Cole Hospice values and commit to its strategic direction
- Show commitment and motivation to the purpose of the Hospice

Terms and Conditions for Philanthropy Manager

Contract	Permanent
Work Pattern	37.5 hours over 5 days per week.
Location	cross site/hybrid
Free Parking	Free parking at our Heald Green and Little Hulton sites
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition, staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contributions into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by Moya Cole Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Four months
Notice	12 weeks
Safeguarding	Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.