

## **Job Description – Blind Veterans UK**

**Job title:** Head of Philanthropy & Partnerships  
**Reports to:** Director of Engagement and Fundraising  
**Department:** Engagement  
**Location:** London  
**Last updated:** September 2017

### **Job purpose**

To develop and implement the plan to deliver a step increase in income from 'high value' funding streams, including high net worth individuals, trusts & foundations and companies.

To lead and manage a team (of circa 10 people) to develop relationships with the target audience, solicit gifts and steward relationships, as part of the fundraising strategy.

To achieve/surpass fundraising targets.

### **Main accountabilities of the post**

1. Recruit, develop, lead and oversee a highly effective team to achieve stretch goals, managing team performance on an ongoing basis, rewarding success and acting on under performance.
2. With the Engagement leadership team, work to deliver the Engagement strategy with accountability for operationalizing the philanthropy and partnership strands.
3. Develop and implement the 5 year plan to significantly grow income from high net worth individuals, trusts & foundations and companies. Develop and manage a budget to achieve the required ROI, year on year.
4. Working closely with operational colleagues, lead on the development of Blind Veterans UK's Case for Support and for ongoing engagement.
5. Develop the capacity and culture within Blind Veterans UK to secure and sustain high value/transformational gifts.
6. Responsible for engaging with key stakeholders, networks, Community Engagement colleagues and influencers to increase their involvement in developing and sustaining high value relationships, thereby increasing high value income.
7. Responsible for ensuring the development, maintenance and updating of processes and procedures required for successful high value giving, to facilitate the achievement of fundraising targets.

### **Additional responsibilities**

- Attend in-house and relevant external training courses, as agreed with line manager.
- Practise and comply with all Blind Veterans UK current policies and procedures.
- Ensure GDPR compliance across all fundraising activity.
- Ensure that all activity helps to build the brand and is at all times brand compliant.
- Engage actively with our volunteers as appropriate and within the scope of the post.
- Promote and embed Equality Diversity and Inclusion (EDI) in all work and ensure community engagement information is communicated in plain English and meets accessibility requirements.

- Undertake any reasonable tasks from time to time at the line manager's request, as may be deemed appropriate within the scope of the post.

### **Autonomy and decision making**

The post is largely self-directed in terms of prioritising workload and time management. The candidate will have a high level of decision making and it is essential that the candidate has the proven ability to work under pressure often with conflicting priorities to drive tasks or projects to assured successful conclusions.

### **Communications**

The post holder will use high level interpersonal and communication skills on a regular basis to influence decision making by others, this will include colleagues across the organisation, our Board, partners, supporters and potential supporters.

The post holder will work with Senior Staff, internal and external stakeholders, including the charity's partners.

Work with the Director, Heads of Department and managers to establish an engagement function that others across the organisation want to work with and receive professional assistance from.

### **Work context**

1. The post operates within a busy department in a fast-moving Charity where effective matrix management and teamwork across divisions is pivotal. Primarily office based in London but given the nature of this role, the job holder may be required to travel within the UK on a regular basis.
2. Working remote from Head Office and managing a geographically dispersed team.
3. Setting and working to challenging targets with conflicting demands requiring prioritisation.
4. Managing a diverse team of professionals through a period of change.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• High value fundraising theory and practice</li> <li>• Supporter relationship management theory and practice</li> <li>• Budget management</li> <li>• Working knowledge and understanding of GDPR regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of gathering and using audience insight to inform planning.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to engage diverse groups of colleagues across the organisation, creating a culture of 'one organisation, one team' and motivating all members of staff and volunteers to become a Blind Veterans UK brand ambassador</li> <li>• Outstanding negotiation and influencing skills.</li> <li>• Ability to manage relationships at all levels, including at the most senior</li> <li>• Inter-personal and communications skills to inspire and motivate a wide range of audiences</li> <li>• Ability to engage and lead a diverse team to achieve outstanding results.</li> <li>• Demonstrable capacity to generate imaginative, innovative, cost effective solutions to complex market problems.</li> <li>• Meticulous attention to detail</li> <li>• Strong planning skills</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in relevant discipline or equivalent relevant vocational experience.</li> <li>• Member of the chartered Institute of Marketing or Member of Institute of Fundraising</li> </ul>	<ul style="list-style-type: none"> <li>• A direct marketing qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record in managing effective high value/philanthropy/partnership teams to achieve step change targets</li> <li>• Experience of embedding strategic thinking and planning and ability to clearly articulate a strategic direction and plan</li> <li>• Proven track record of influencing and managing senior volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the military environment</li> <li>• Experience of managing a team through a period of change</li> <li>• Experience of managing external strategic partnerships including agencies and suppliers.</li> </ul>

	<p>(Trustees and Boards) to engage with high value fundraising.</p> <ul style="list-style-type: none"> <li>• Achieving stretch goals in the areas of major gift, corporate and trust &amp; foundation fundraising</li> <li>• Champion for innovation including strong knowledge and experience of managing innovation projects and programmes, as well as proven track-record of delivery</li> <li>• Effective budget management, driving efficiencies and effectively supporting priorities to deliver long term sustainable advantage</li> </ul>	
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Well-developed level of emotional intelligence</li> <li>• Gravitas and charisma</li> <li>• Hard working, tenacious, determined</li> <li>• Patient</li> <li>• Highly credible and convincing and able to influence</li> <li>• Champion of supporter centricity</li> <li>• Strong leadership by example</li> <li>• Tact and diplomacy</li> <li>• Resilience</li> <li>• Resourcefulness and creativity</li> <li>• Good team player</li> </ul>	