



- Job title:** **Philanthropy and Partnerships Manager (Maternity Cover)**
- Location:** DEC Secretariat Office, 17-21 Wenlock Road, London, N1 7GT
- Reporting to:** Director of Fundraising and Marketing
- Direct reports:** 1x Philanthropy and Partnerships Officer (Permanent), 2x Philanthropy & Partnerships Account Managers (Fixed Term Posts)
- Salary:** Circa £45, 000 per annum.
- Contract status:** Full time, 12-month maternity cover to start April/May 2023.

Who we are and what we do at the DEC

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), International Rescue Committee, Islamic Relief Worldwide, Oxfam, Plan International UK, Save the Children, Tearfund and World Vision.

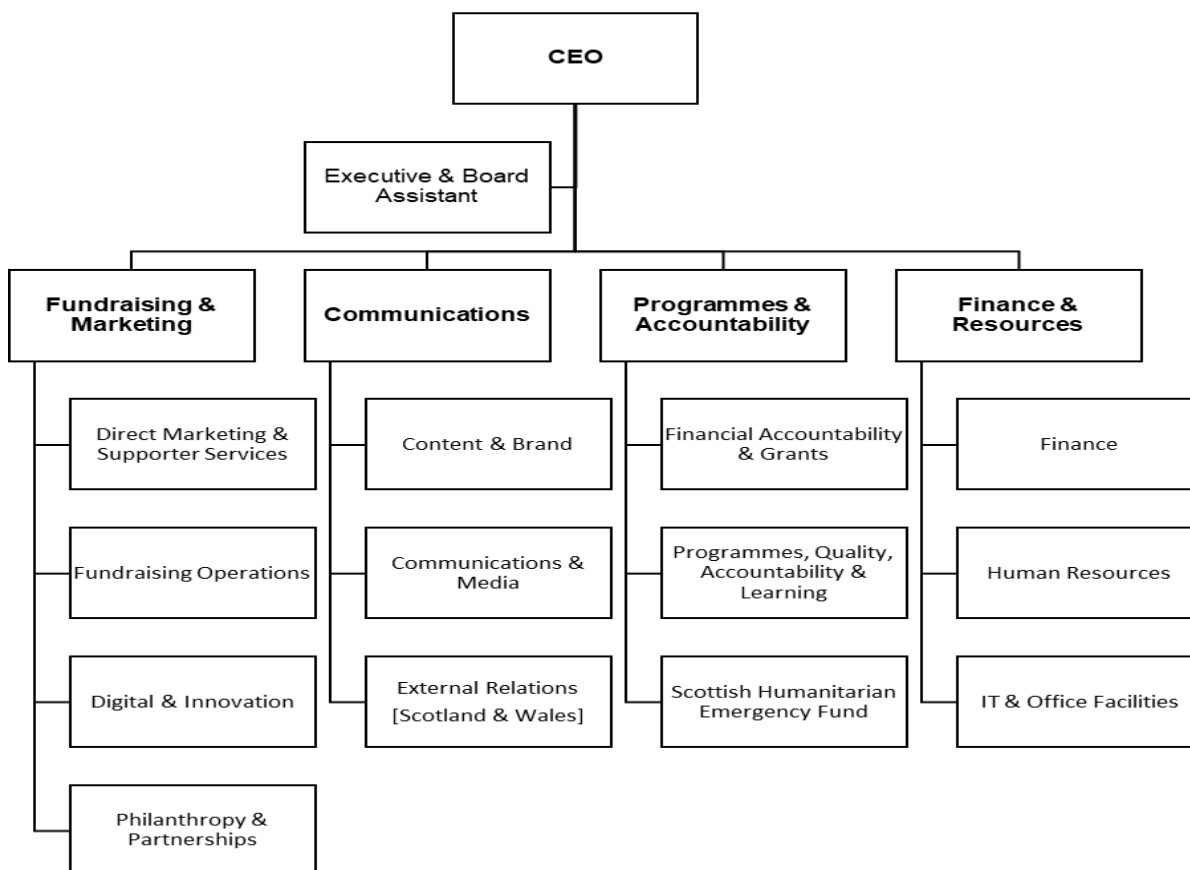
Since it was founded in 1963, the DEC has run over 70 fundraising appeals and raised more than £2 billion to help save lives and protect livelihoods in disaster-affected communities around the world. Current live appeals are the Ukraine Humanitarian Appeal and Pakistan Floods Appeal.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio and an increasing number of digital channels.

The majority of DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and is responsible for the day-to-day running of the DEC. There are currently 34 staff members, freelancers and agencies and a small number of dedicated volunteers, all working together to promote our strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

DEC Structure & Department Information



The Fundraising & Marketing Department consists of one Director, five Public Fundraising posts, four Philanthropy & Partnerships posts, one Digital & Innovation post, and two Operations posts. All colleagues are expected to fully engage in the DEC's team and working values of dynamism, openness, collaboration, empowerment, and innovation.

Purpose of the Role

The Philanthropy and Partnerships Manager is responsible for managing, developing engagement, and retaining relationships with corporate partners, major donors, and trusts, in line with the DEC's vision, mission, and strategy. This post is a key part of the DEC's fundraising strategy to enable the DEC to increase support and income over the coming years from these relationships.

The purpose of the role is to:

- Line Manage 2 Account Managers and 1 Officer, providing guidance on cultivation, engagement, and stewardship.
- Ensure the team are fully prepared to launch a DEC appeal with precision and at short notice.
- Expedite partnership plans and activate wider reach to maximise support and to raise funds during each appeal.
- Develop and deliver the corporate, trust and major donor strategies.
- Retain and develop corporate partnerships; cultivate new business opportunities.
- Cultivate, retain, and develop trust & foundation relationships, implementing recommendations from current philanthropy review.
- Cultivate, retain, and develop major donor relationships.
- Contribute to cross-organisational projects (i.e., supporting improvements to our database, feeding in to reporting, managing legacy income, the successful delivery of communication campaigns and events).

Key Responsibilities

Strategic Planning, Budget, and Analysis.

- Seek out, test, and develop new initiatives on an ongoing basis to progress and manage corporate, trust & foundation, and major donor strategies.
- Develop and deliver donor engagement plans that seek to achieve six and seven figure sums, via small and larger-scale events.
- Prepare and deliver, presentations, fundraising proposals, partnership plans, and donor reports as required.
- Regularly update and develop processes and strategy for future appeal launches.
- Lead specific projects related to P&P activities, working across DEC teams and in conjunction with external consultants / member charities as appropriate.
- Oversee team budgeting and financial management, including core and appeal-specific budgets.
- Work with the Finance team to manage legacy income to the DEC.
- Maintain an interest in corporate, trust & foundation and high value fundraising for continuous learning and improvement.

During & Post appeal

- At appeal launch and throughout the appeal window, engage P&P donors with high-quality communications and events, deliver all agreed activity, and maximise opportunities.
- After appeal launch, feedback to supporters through reports, meetings, and events.
- Following each appeal, conduct a thorough analysis of P&P fundraising to measure and report performance and develop recommendations for improvements in the next appeal.

Corporate Fundraising

The DEC holds well-established relationships with key corporate partners who form our Rapid Response Network (RRN), including Royal Mail, the Post Office, NatWest Group, Lloyds Banking Group, Barclays Bank, PayPal, British Airways, Morrisons, The Co-op, BT Sport, and many more. The RRN promptly supports appeal launch with activity that achieves reach, scale, and innovative new donation channels. These partnerships regularly achieve 6- and 7-figures in appeals.

- Continued development to future proof the Rapid Response Network product.
- Support and guide the Account Managers with identifying, researching, engaging, and managing new corporate partners. Lead on some corporate partnerships, directly.
- Lead on the development of high-quality materials and assets for proposals and applications, and presentations to engage corporates.

Prospecting is guided by our partnerships framework which outlines four actions partners can take in appeals; and by our organisational strategy, which emphasises reporting back to the public on the impact of donations.

Philanthropy Fundraising

The DEC has established relationships with trusts & foundations, many of which give 6- and 7-figure sums to DEC appeals. The DEC is currently completing a philanthropy review aimed at making improvements to our stewardship, segmentation, and exploring how we can maximise funding opportunities.

You will be responsible for:

- Providing excellent stewardship to our portfolio of trusts & foundations.
- Implementing recommendations from the recent Trust & Foundation review, to include improvements to stewardship and data segmentation.

Person Specification

The Philanthropy and Partnerships Manager will be selected against a robust set of competencies. Candidates will be required to demonstrate experience and achievement against most of the following areas:

Competencies	Grade	Description
1. Delivering Quality Results	C	Supports others to achieve outstanding results and to manage risks well.
2. Planning	C	Takes a 'helicopter' view and anticipates the future.
3. Analytical and Innovative Thinking	C	Analyses the external environment confidently and creates options for future solutions.
4. Communications	D	Communicates well strategically and politically
5. Team Working and Collaboration	D	Builds partnerships at highest Government levels.
6. Leading and Motivating	C	Champions ownership of corporate decisions and leads and motivates others or direct reports effectively
7. Resilience	B	Acts as a role model in leading change.

Experience and Knowledge
A demonstrable track record of securing six- and seven-figure donations from corporates, individuals, and trusts.
A proven track record of negotiating corporate partnerships and negotiating contracts.
Demonstrable experience of successfully executing cultivation & stewardship plans and retaining positive, key relationships.
Demonstrable experience of managing risk and due diligence in the context of visible public partnerships.
Demonstrable experience of event management for stewardship and engagement.
Demonstrable experience of maintaining successful relationships with institutional funders, trusts and foundations, corporate and major Donors.
Compliant with The Code of Fundraising Practice, and other relative legislation and best practise, i.e., GDPR, Gift Aid.
Skills
High level of technical ability with all usual computer software packages and data analysis and visualisation software [i.e., Microsoft Office, Adobe, Box].
Confident ability to use Salesforce and/other, CRM databases.
Proven financial acumen to comfortably comply, evaluate, and monitor financial information and manage budgets.
High attention to detail and numerate accuracy in analysing and using data and financial information, to write coherent reports.
Clear and confident communicator both orally and in writing [in English], with the ability to write and present compelling fundraising pitches and proposals.
Proven ability to work effectively across a wide range of internal and external stakeholders.
Relationship building skills with corporate and/or high value donors.
Developing fundraising proposals and propositions.
Able to use initiative and judgement to proactively identify and resolve problems.
Good relationship and interpersonal skills with ability to lead, advice, train, and provide support across diverse teams.
Effective time management and organisational skills including the ability to manage a significant workload with competing priorities [especially during appeals].

Organisational Culture and Mind Set
Ensure DEC's values are upheld and integral to all your work throughout your DEC journey.
Open to effective, personalised support for managing a healthy work-life balance.
Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.
Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.
Embrace the working culture of a progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.

Policies and Procedures

- Familiarity with, and adherence to, DEC's policies and procedures, including but not exclusive to Code of Conduct, Health and Safety and Dignity at Work. Policies will be updated from time to time, and in response to best practise/legislative changes.
- **Hybrid Working;** The DEC has adopted a hybrid model of working. Our headquarters are in London, and office-contracted staff are [currently], expected to be present in the office at least 2 days a month. Staff are encouraged to come into the office to facilitate face to face meetings and to enable interaction with internal and external staff. However, the DEC recognises the benefits of working remotely, both in terms of work focus and of work-life balance. Specific working patterns will be agreed with the line manager at the commencement of the contract.
- **Working hours and travel;** the post-holder may on occasions be required to work additional hours in response to an emergency [see PJA below], events held outside office hours, or to extra workload. Where possible, notice of this will be given and TOIL (time off in lieu) is available.
- **Period of Joint Action [PJA];** when approval is met for launching an appeal, the DEC will launch a Period of Joint Action [PJA] with its members, usually for 14 consecutive days [which includes weekends]. There is an expectation for colleagues to be able to work additional hours during this time and attend [daily] 9am updates. The DEC acknowledges that the PJA comes with some pressure, and whilst the DEC provides as much emotional and financial support as is possible, it is only fair to state that this period of time will be intense and may have an impact on your personal, time and commitments. Any hours worked in excess of contractual hours during this period will be recovered through the DEC's Time Off in Lieu scheme.

Benefits

- 25 days annual leave plus statutory public holidays.
- HealthCare Cash Plan, providing an array of health services, [£1,660 cash value, per year], with access to an Employee Assistance Programme.
- 8% Employers pension contribution (post probation).
- Season ticket loan (post probation).
- Cycle-to-work scheme (post probation).

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.