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|------------------------|--------------------------------------------------------------------------------|
| <b>Job Title:</b>      | Philanthropy Manager                                                           |
| <b>Date</b>            | October 2025                                                                   |
| <b>Accountable to:</b> | Head of Fundraising                                                            |
| <b>Location:</b>       | Albemarle St, London / hybrid                                                  |
| <b>Contract type:</b>  | Permanent, full time (35hrs per week)<br>flexible working/part-time considered |
| <b>Salary:</b>         | c£42,000 per annum FTE                                                         |

### **Job Purpose**

To support the Head of Fundraising in maximising income from individual donors to meet personal financial targets.

Maximising supporter engagement and income, to support patrons, major donors and legacy pledgers. The postholder will be collaborating across the Ri and fundraising team to develop relationships, innovative and compelling proposals, delivering excellent stewardship and identifying, researching and cultivating new prospects.

### **Main responsibilities of the role**

- Proactive cultivation of potential major donors
- Identifying and researching donors and funding opportunities and building a strong pipeline for cultivation
- Managing Patrons programme
- Providing excellent stewardship of donors including reporting
- Maintaining engagement levels through regular communications and meetings
- Maintaining CRM records
- Working with junior colleagues to create and deliver a calendar of engagement opportunities and delivery of Patron benefits
- Developing and organising fundraising appeals
- Monitoring and managing a budget, reporting to the board and analysing performance against agreed KPIs

### **General responsibilities applicable to all staff**

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues
- Help achieve EDIA goals across the organisation and, as a manager, promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy;
- Comply with and champion the Ri financial and other policies and practices including Health & Safety, Safeguarding and GDPR
- Undertake other responsibilities as may be reasonably requested of your post.

| <b>Skills, experience and knowledge</b>                                                                                       |   |
|-------------------------------------------------------------------------------------------------------------------------------|---|
| Essential (E) Desirable (D)                                                                                                   |   |
| • Substantial demonstrable experience working in a fundraising position in the cultural or similar sector,                    | D |
| • Confidence in talking fluently about money in a professional environment                                                    | E |
| • Experience of building excellent relationships and networks both internally and externally                                  | E |
| • Experience of managing relationships with donors or high value clients                                                      | E |
| • Demonstrable experience of maximising opportunities from researching prospects to generating meetings, and securing income  | D |
| • Excellent written and verbal communication skills                                                                           | E |
| • Experience leading a giving club or members networking group                                                                | D |
| • Individual Giving/Patron/Major Donor/Legacy fundraising experience, securing 6-figure donations.                            | D |
| • Able to tackle challenges constructively, and find creative ways forward                                                    | E |
| • Strong understanding of the Ri's mission and activities                                                                     | E |
| <b>Qualifications</b>                                                                                                         |   |
| • Degree or equivalent relevant qualification/demonstrable experience                                                         | D |
| • Qualification in fundraising related discipline                                                                             | D |
| <b>Personal Attributes</b>                                                                                                    |   |
| • Excellent interpersonal skills with the ability to influence at all levels in a complex environment.                        | E |
| • Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.                                   | E |
| • Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail. | E |
| • Highly self-motivated and willingness to support others where needed.                                                       | E |
| • Ability to multi-task and work in a fast-paced environment.                                                                 | E |
| • An interest in science, technology, engineering and mathematics                                                             | D |
| • Committed to the principles of equal opportunities and diversity                                                            | E |
| • An understanding of the Ri's mission and activities                                                                         | D |
| • Willingness to travel, including some overnight stays and occasional weekends                                               | E |

**Notes:**

*This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.*