

## GLOUCESTERSHIRE COMMUNITY FOUNDATION

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# Philanthropy Manager

### FROM THE CEO

With over 30 years of leadership and support to the county, the Gloucestershire Community Foundation is growing and developing rapidly. Having agreed a new strategy for 2021-2024, our mission is to “increase our capacity through philanthropy, grant making and developing partnerships, to help strengthen the capabilities of our communities in order that they are able to thrive. The exciting new role of Philanthropy Manager is therefore key in developing and growing this department for the successful delivery of this pledge.

The Gloucestershire Community Foundation (GCF) performs 3 functions: it supports philanthropy in the county, be that from individuals, families, from local businesses or the public sector; it provides community leadership through a deep understanding of the needs and issues; and it performs a grantmaking function, ensuring that money reaches those who need it in the most effective way. Essentially, we are a business striving to deliver exceptional service to our donors, fundholders and the charities we serve, but the main difference being we have a social conscience in all we do.

GCF has had a significant impact for good in the county, allocating consistently over £300K yearly across Gloucestershire and most recently delivering over £1.4M in the last year, a record year in history. We base our giving on genuine local insight, gleaned not only from our independent research, but crucially also from our deep personal knowledge of Gloucestershire.

The Philanthropy Manager will be joining us at a time of exciting change and will have an opportunity to contribute and shape the future of GCF. Thus, it is an outstanding career opportunity for the right person who will bring professionalism and efficiency to our organisation and at the same time make the role their own.

We are looking for someone to join our small friendly and collaborative team, who is passionate, fun, committed and engaging, to supporting the Foundation’s growth and overall success.

I greatly look forward to hearing from you.

Best regards,

Talitha

### Gloucestershire Community Foundation

The Manor, Boddington, Cheltenham,  
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Site

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## Philanthropy Manager

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### **Gloucestershire Community Foundation**

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# Philanthropy Manager

### OVERVIEW

- Hours of work:** 32 hours/week flexibility offered  
**Salary:** UPTO £35,000 FTE experience depending  
**Place of work:** Home based & other locations  
**Responsible to:** CEO

Gloucestershire Community Foundation (GCF) has distributed grants in Gloucestershire for over 30 years. With a permanent endowment of £7.2 million, in 2020 its grantmaking benefitted 185 organisations in the county, making a real difference to the lives of those most in need in our community.

GCF's Vision: "Gloucestershire is a place where people and communities are empowered to become resilient and strong" This will be achieved through:

- Charitable giving that is enduring, personalised, responsive and intelligent.
- Leveraging our deep local knowledge of and personal investment in, the county of Gloucestershire.
- Attracting charitable money through being the local experts on Gloucestershire's needs.
- Helping smaller and grassroots organisations to access charitable funding.

We have ambitious growth plans and the role of the Philanthropy Manager is key to our strategy. At GCF we are taking action to create an organisation that truly represents those who we serve, therefore we welcome diversity in all its forms, to develop a truly inclusive organisation.

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## Philanthropy Manager

### THE ROLE

The Philanthropy Manager is essentially our business development manager, a key member of the Senior Management Team working alongside our Grants Manager and CEO.

- Work with the CEO to develop and drive forward the Foundations Donor Development and Philanthropy advice strategy.
- To contribute as a member of the Senior Management team (SMT) to the overall strategic direction of the organisation and delivery of the foundations vision, mission and values.
- Develop growth in our philanthropy advice service by creating all new GCF frameworks and guide to giving, as outlined by UKCF.
- Develop with the CEO a clear Marketing and Comms strategy (with view to line manage a MarComm's member of staff)
- Working with the Grants Team, develop and deliver all marketing content to support a philanthropy focus.
- Develop annual business plans, monitor and report on progress.
- Build a strong culture of philanthropy in the county through strong relationship management, PR and profile raising.
- Establish a strong pipeline of donors, achieving sales targets set for high-net-worth individuals, corporates, trusts and grants.
- Undertake research to identify, track and attract potential donors to ensure that financial donations targets are met.
- Work with the CEO on new business development, new contracts and partnership agreements.
- Lead and develop our philanthropy CRM system on Salesforce as well as utilising SharePoint.
- Use strong networking skills when attending events and build new relationships that are of use now and in the future.
- Write fundraising proposals and reports to individuals, businesses and charitable trusts.
- Develop and deliver fundraising appeals and contribute to the development of events.
- Undertake any other reasonable duties and responsibilities as directed by the CEO, deputising for the CEO as required.

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# Philanthropy Manager

### PERSON SPECIFIC:

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in **Part One** below. These responses will be developed and discussed with those candidates invited for an interview, together with other criteria listed in **Part Two & Three**.

#### **Part one – Knowledge and experience**

- Strong track record of achievement, gained at management level in one or more of the following fields; philanthropy, premium sales, business development or marketing.
- Experience in building partnerships, relating to and influencing people at all levels and across sectors.
- Proven experience of building and maintaining high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships.
- Evidence of having met demanding performance targets.
- Experience of collaborating on the development and delivery of departmental or organizational strategies; experience of monitoring and evaluating delivery against business plans.
- Excellent administration and written communication skills
- Excellent computer and IT skills, Word and Excel, PowerPoint and presentation packages such as Canva.
- Knowledge of database management and CRM systems. Specifically, Salesforce is desirable.
  
- **Desirable, not essential;**
- A graduate, preferably business or marketing.
- Experience using social media platforms to drive increased engagement across a number of platforms (E.g. Twitter, Facebook, Instagram, LinkedIn)
- Experience of PR
- Knowledge of financial investment and charitable accounts.

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# Philanthropy Manager

PERSON SPECIFIC: Continued

### Part two – Skills and abilities

- First class presentational, interpersonal and rapport skills and the ability to secure the confidence and trust of existing and potential donors and funders quickly.
- Strong networker and partnership builder; highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication.
- Strong organisational and planning abilities
- Able to undertake research and analysis relating to fund development.
- Able to work as part of a small team, hands on, under pressure when required, working within GCF policy framework.
- Access to a car and a clean driving licence.

### Part three – Personal style and behaviour

- Promotes GCF with confidence and offers fresh and original thinking to meet the wishes of donors investing in their local charitable giving at GCF.
- Strategic thinker with the capacity to work across issues and sectors for the benefit of the county
- Offers commercial acumen balanced with a high level of emotional intelligence.
- Spots opportunities and connections and shows determination in building the financial resources available for community and charitable activity across Gloucestershire.
- Flexible, positive and motivated team player.
- Tenacious and resilient
- Strong personal and professional integrity; supports and embodies the values of GCF.

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### HOW TO APPLY

This is an exciting and rare opportunity to play both a strategic and influencing role in how GCF will grow and reach new levels, as well as experiencing real job variety, satisfaction and involvement at every level.

If you want to make a real difference to people in Gloucestershire, we really want to hear from you.

Applicants are invited to apply by sending a letter of application stating how you meet the selection criteria in Parts 1,2,3 included, along with your CV and a completed application form and Equality and Diversity Monitoring Form, which can be found on the GCF website.

Please send this to, [ceo@gloucestershirecf.org.uk](mailto:ceo@gloucestershirecf.org.uk) by midday by Friday 29<sup>th</sup> of October. (We may extend this if necessary)

If shortlisted you may be asked to attend an interview before the deadline ends. All interviews will be conducted face to face.

### Conditions of Employment

- The position is offered at 32 hours/week, spread over a minimum of 4 days
- Monday to Friday, with occasional weekend and evening duties
- A two-year contract, after which funding dependent (however this role is likely to grow)
- Working from home and from other local locations, hot desks as needed
- Induction training is offered
- There will be a 6-month probationary period
- There is auto-enrolment to the NEST pension after 3 months
- There are 25 days holiday per annum, pro rata, in addition to public holidays
- We also offer an enhanced annual leave, an extra 3 days off between Xmas and NY
- Current driving licence and access to a vehicle is required

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