



global witness

JOB DESCRIPTION

Job title: Senior Philanthropy Manager
Reports to: Head of Individual Giving (based in Washington DC, US)
Location: London, UK, with occasional travel

Role Purpose

The Senior Philanthropy Manager will be a key role in the growth of Global Witness' ambitious mid & major gifts programme, with a particular emphasis on individual prospects in Europe and UK. You will increase revenue through effective identification and cultivation of new major prospects to deliver on our ambitious fundraising targets. You'll also help us maintain excellent stewardship of our current funder relationships.

Key responsibilities and accountabilities

Prospect Research and Strategy Development

- In coordination with the Prospect Research Officer, proactively identify new prospects using publicly available sources, databases, and other sources as appropriate
- Determine the best approach to connect with and cultivate prospective individuals
- Monitor new funding trends and opportunities and work in partnership with relevant colleagues to develop fundraising strategies
- Undertake due diligence assessments in coordination with the Prospect Research Officer

Donor Cultivation, Solicitation & Stewardship for Mid & Major Donors

- Work closely with the Head of Individual Giving to meet annual individual and team fundraising targets
- Develop and manage a pipeline of mid & major gift prospects and existing donors and cultivate prospects in a timely manner, including direct solicitation

- Work with existing Global Witness supporters, Board members or others to leverage their networks including in new markets, geographic regions or industry sectors
- Leverage a moves management system to support the growth of the major giving prospect pipeline
- Develop and implement bespoke cultivation and stewardship plans and activities
- Produce inspiring donor communications including funding proposals, thank you's, reports, informal updates, etc. in collaboration with Campaigns and Communications
- Build excellent relationships with Global Witness' existing donors and prospects, working closely with the Head of Individual Giving, Director of Development, CEO and other senior staff as appropriate
- Represent Global Witness at external events and meetings to develop new leads and to make initial pitches, and also help prepare senior colleagues to represent Global Witness at fundraising events, both virtual and in person

Global Witness Profile Raising

- Ensure the smooth running of events using excellent project management skills, including content planning, guest list compilation and timely, tailored follow up
- Help to raise Global Witness' profile externally, including within the fundraising sector, through participation in events, conferences, working groups, etc.
- Support the creation of a culture of fundraising within Global Witness and works to raise Global Witness' profile externally

Other

- Effectively use the customer relationship management platform, Salesforce, to capture all relevant prospect information in line with data protection regulations and keep donor records updated to reflect new information
- Maintain professional standards in approach to fundraising and ensure it reflects the ethical policies of Global Witness, and complies with all relevant fundraising and data protection requirements
- Maintain a high level of understanding of Global Witness campaigns and strategic priorities
- Work effectively with campaign, communications, and fundraising staff to develop donor communications and plan donor cultivation and stewardship meetings

- Contribute to the development and implementation of the wider department and organisational strategies and to team meetings.
- Keep abreast of professional trends, developments and networking outside the organisation.
- Any other duties equal to the skills and responsibilities required for this role as directed by the Head of Individual Giving.

Ways of working and collaborating

- Make a positive contribution to the wider organisation by playing an active role in organisation-wide working groups and meetings
- Foster innovation, including new approaches to deliver on fundraising objectives
- Work collaboratively with colleagues across Global Witness to collectively deliver our mission, vision and aims
- Displays the Global Witness values of courage, inclusion and belonging, kindness and collaboration in all interactions internally and externally
- Creates and contributes to a working environment of positive relationships, working collaboratively and in partnership with a broad and diverse range of internal and external allies and partners
- Demonstrates an active commitment to creating an inclusive, equitable and diverse workplace
- Supports creation of a culture of fundraising within the organisation and works to raise Global Witness' profile externally
- Ensures that fundraising reflects the ethical policy of Global Witness and complies with all relevant legislation including Data Protection requirements
- Works within Global Witness's policies, processes and procedures at all times

Team working

- Works openly and co-operatively with other team members, supporting as necessary
- Communicates effectively with other team members
- Responds to challenge, explores new ideas and takes initiatives in all aspects of teamwork
- Supports other members of the Development team as necessary

PERSON SPECIFICATION

To be successful in this role you'll have:

- Proven experience of building long term, successful donor relationship with individuals
- Experience in securing four/five figure donations from new and existing supporters
- Excellent communication skills, both verbally and in written form
- Understanding of the mid and major level giving sector, particularly in Europe and the UK
- Good project management organisational and administrative skills
- Financial and numeracy literacy
- Experience supporting donor events
- An ability to prioritise effectively, meet deadlines and work well under pressure
- Use of CRM system to manage donor relationship information within General Data Protection Regulation guidelines
- An ability to deal with confidential information sensitively and appropriately
- Experience of working independently and co-operatively as part of a team, including coordinating work with colleagues remotely
- Recognises and understands the complexities of culture, narrative and sensitivities of different issues in different environments
- Able to embody and model the Global Witness values of courage, collaboration, kindness, and inclusion and belonging
- Participates in Global Witness' racial justice and broader diversity and inclusion journey
- Displays the ability to reflect on and investigate own biases and how these show up in their work

Desirable:

- Experience of working in an international campaigning and/or development organisation with a focus on climate
- Experience of supporting donor events
- Prior use of Salesforce CRM