



# JOB DESCRIPTION

## **Philanthropy Co-ordinator**

Full time 37.5 hours per week, Salary £24,000 pa

**Accountable to:** Head of Philanthropy

Priorities of the post will be based on the Business Plan priorities and targets for philanthropy development.

**Key Relationships:** Chief Executive, Finance Manager, SYFAB Team, Business Support Manager, Donors and Corporates, SY100 members, Trustees, Volunteers and Interns.

## **JOB PURPOSE**

To support the Head of Philanthropy to deliver an effective and efficient philanthropy service to our donors and other stakeholders. To effectively conduct meaningful research in order to provide evidence based evaluation of specific projects delivered by the organisation and its wider impact in order to inform donors, communities and other stakeholders about SYCF's activities. To provide support to the Head of Philanthropy in managing and maintaining good relationships with SY100 members and other donors. Deputise for the Head of Philanthropy at meetings and during absences.

[SY100](#) is a network of like-minded businesses and individuals wanting to support their local communities and build a stronger South Yorkshire.

## **KEY RESPONSIBILITIES**

### **1) Philanthropy Services including SY100**

**Work with colleagues in the Philanthropy Development team to increase knowledge of donors about SYCF's activities, duties to include:**

- a) Support the team with the annual donor reports
- b) Regularly update the pool of available case studies for donor reports
- c) Organising and delivering events
- d) Supporting events as agreed by the SY100 priorities and the Head of Philanthropy
- e) Administer associated Task and Finish groups, minutes, agendas and action plans

**Working to the Head of Philanthropy, implement and support SY100 recruitment campaign to target new members in line with SY100 priorities, duties to include:**

- a) Attending networking events and individual meetings to promote SY100 and increase its network; deliver annual targets
- b) Researching potential donors
- c) Support and coordinate all SY100 activities
- d) Sending out letters, information packs and invitations to potential donors

- e) Keeping track of all existing, new and potential donors
- f) Produce regular update reports for trustees and other stakeholders
- g) Develop ways in which all SY100 donors are kept up to date with current activities, e.g. newsletter, events, news flash etc.
- h) Keep SY100 branding up to date
- i) Creating and printing all SY100 publicity
- j) Working with the Communications and Marketing Co-ordinator to ensure ongoing programme of publicity and promotion for SY100, including recognition of new members using LinkedIn, Facebook and Twitter
- k) Producing and giving presentations for events on SY100
- l) Support the monitoring and updating for the SY100 budget and membership contributions

## **2) Social Impact reporting – [Vital Signs Report](#)**

**Conducting thorough research and collating data for producing Social Impact reports, to include:**

- a) Lead on the production of SYCF's annual Vital Signs Report. Work closely with stakeholders to collect, collate and present information.
- b) Analysing results of research and creating content for the report
- c) Ensuring effective and broad dissemination of the report

## **3) Communications**

- a) To work with the Head of Philanthropy and Communications & Marketing Co-ordinator on communications priorities for the Foundation
- b) Work with the Communications & Marketing Co-ordinator to support a social media strategy for philanthropy matters and support the wider team's social media messaging strategy
- c) Update and produce social media materials for the Calendar of Awareness Days

## **4) Research**

**Duties to include:**

- a) On behalf of the Head of Philanthropy conduct research of local businesses, business owners, high net worth individuals and potential donors to ensure SYCF's lead and opportunity lists can be created with the most up to date information
- b) Annually checking SYCF's Top100 list on Salesforce (CRM system)
- c) Researching and updating contact details where necessary; keeping Salesforce up to date

## **5) General Duties, to include:**

- a) As requested by the Head of Philanthropy support student placements

**Salary and Conditions:** The job is likely to involve travel within South Yorkshire area and sometimes beyond.

The post is full time, 37.5 hours, normally within office hours, but occasional evening work is necessary.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

1. Excellent organisational skills
2. Confidence in relating to, and influencing people at all levels and across all sectors
3. Highly motivated, with enthusiasm and determination
4. Good sales and negotiation skills
5. Excellent computer and administration skills, need to be largely self-servicing with experience of Word, Excel and databases, e.g. Salesforce
6. Experience of developing and delivering presentations
7. Good time management and ability to balance competing priorities
8. Excellent communication skills (written and oral)
9. Able to use social media and other communication forms
10. Ability to manage own workload, project plan events and meet deadlines under pressure
11. Ability to use own initiative, but work well as part of a small team
12. Driver's licence, as travel across South Yorkshire will be necessary

### **DESIRABLE**

1. Previous experience of working with donors
2. Event management
3. Networking

## **Team communications and reporting**

- No team member works in a vacuum and it is essential that you communicate your needs to other team members and liaise with them where information needs to be shared
- There are regular reporting needs ad hoc, monthly, quarterly and annually and it is your responsibility to provide timely and accurate information to team members where required
- We all work within the framework of our values

## **Office Maintenance**

- Always using Salesforce and other internal systems as agreed, keeping them up to date and accurate
- Take a fair share of office administration tasks
- Take a fair share of the tidying and cleaning the office
- Keep desks tidy and organised and make sure someone else knows how to find their way around your work in case of absence

### **Our Mission Statement:**

What our Foundation is here to do for you:

- Deliver effective, efficient and targeted grant-making into communities that need it most, through a whole variety of funds from donors, trusts and other sources
- Work with businesses, philanthropists, trusts, the public sector and the third sector and other bodies to help them achieve their charitable aims and, particularly as money gets tighter, to make the most of every single charitable penny they invest in our communities
- Provide detailed intelligence on the state of our communities and how our grant making is improving lives and improving aspirations and opportunities for all ages and sectors.

### **Values**

We are passionate about what we do – making a difference to those in need across South Yorkshire. We care deeply about all the people in our communities, our Donors – without whose generosity we could not do what we do and our team, whose determination to always do that little bit extra makes them extraordinary.

### **We will do this by:**

Listening carefully to the needs of our community groups, donors and partners, to deliver solutions that have real impact

Acting always with honesty, integrity and transparency and treating everyone with respect and courtesy

Seeking likeminded organisations with whom we can work collaboratively to have an even greater impact

Providing a trusted, high quality, professional and accessible service, efficiently and responsibly run, with a strong commitment to delivering quality and empathic services to communities

Placing equal opportunities, diversity and inclusion and non-discrimination at the heart of everything we do and say

Welcoming feedback on what we do such that we can constantly improve. Positively embracing and driving the changes needed to support communities.