

DETAILS OF ROLE		
Role title	Head of Philanthropy and Partnerships (Maternity Cover)	
Reports to	Director of Fundraising and Marketing	
Direct reports	Philanthropy & Partnerships Account Managers x 2; Trust & Foundations Manager	
Directorate & Team	Fundraising & Marketing; Philanthropy and Partnerships	
Contract type	Full time, Fixed Term Contract (15 months, maternity cover)	
Location	17-21 Wenlock Road, London, N1 7GT (Hybrid working)	
Salary	£50,000 per annum	Grade 6 / Zone 1

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.

Who we are and what we do

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), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

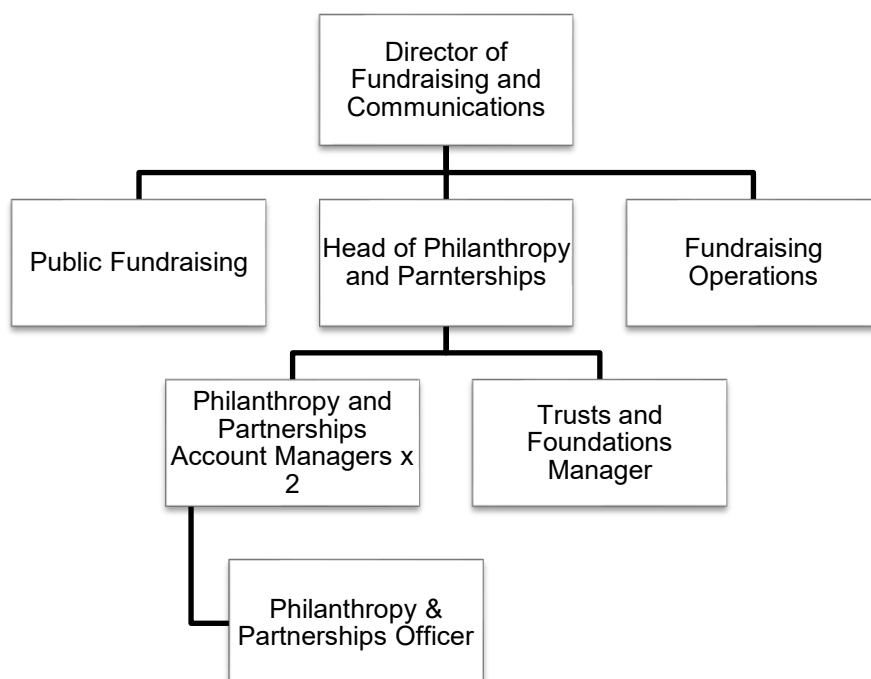
Since it was founded in 1963, the DEC has run over 79 fundraising appeals and raised more than £2.5 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

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.

Most 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 a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 41 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

Team Structure



Purpose of the role

The Head of Philanthropy and Partnerships is responsible for managing and developing relationships with corporate partners, major donors, trusts & foundations and the Crown Dependencies. A key part of the DEC's fundraising strategy is to increase support and income over the coming years from these relationships for both DEC appeals and our core costs.

The foremost responsibility of this role is ensuring that the Philanthropy & Partnerships team is always ready to launch successful appeals that raise tens of millions of pounds for major humanitarian crises. Alongside a successful launch, the post holder will be expected to identify opportunities to maximise income throughout the life cycle of the appeal. In between appeals, the expectation is to retain supporters through excellent stewardship and to develop existing and new relationships leading to uplifts in support.

Appeals are launched in partnership with our Rapid Response Network (RRN), a group of established partners. The RRN supports DEC appeals through a range of partnership actions that include promoting the appeal to a wider audience and opening unique donation channels. The post holder will be expected to manage and develop these partnerships both directly and through their team, as well as identifying, researching and engaging new partners with a view to supporting DEC appeals in line with our partnerships framework and organisational strategy. The post holder will be expected to own, embrace and excel in the management of important partnership relationships.

Alongside the RRN, the post holder will be responsible for maximising engagement and income from wider corporate supporters, trusts & foundations, the Crown Dependencies and high value / major donor audiences. The DEC is conducting a major donor review, and the post holder will be expected to implement recommendations from this review. There is also

a review being undertaken this year of the RRN / corporate support offer, which the post holder will be expected to complete and then to implement recommendations.

Alongside appeal fundraising, the post holder is also responsible for annual core income targets. The DEC's current 5-year strategy has ambitious core income targets and significant opportunity exists within the DEC's warm supporter base to reach these targets and alleviate these costs from DEC appeals.

In summary the purpose of the role is to:

- Lead and manage the Philanthropy and Partnerships Team within the Fundraising and Marketing Department.
- Lead the corporate, trust & foundation, major donor and other high value supporter strategies.
- Manage and develop the RRN, retaining existing partnerships whilst also identifying and securing new partnerships.
- Deliver excellent stewardship that retains and develops support.
- Take to completion and implement recommendations from strategic projects, to include the major donor review and the RRN / corporate support review.
- Continually hone "next appeal" plans that lead to successful appeal launches and maximise funds raised throughout the appeal life cycle.
- Achieve annual core cost income targets and put in place robust forecasting for future years.

RESPONSIBILITIES

Strategy, planning and budgeting

- Lead, develop and manage the corporate strategies across both account management and new business, delivering high-performing multi-faceted strategic corporate partnerships and corporate direct giving achieving 7 figures.
- Lead, develop and manage other high-value strategies achieving gifts of 6 and 7 figures, including trust & foundation, statutory, and major donors.
- Lead, develop and manage the strategy for special events aimed at engaging high-value and other senior stakeholder audiences, successfully delivering on these.
- Develop and manage a "next appeal" plan for engaging corporate partners/high value donors, conducting thorough analysis of P&P fundraising in each appeal to measure and report performance, developing and implementing recommendations for improvements in the next appeal to maximise funds raised.
- Seek out, test and develop new initiatives for high value audiences and corporate partnerships on an ongoing basis.
- Lead and implement recommendations from strategic projects and reviews related to the Philanthropy and Partnerships Team's remit.
- Lead on compliance with the Donation Acceptance Policy, ensuring that external communications are handled sensitively and reporting to the Donations Acceptance Subcommittee of the DEC board as required.

- Contribute to external reporting, including key stakeholder reporting (BBC, FCDO, etc), annual report and accounts, and other external appeal reporting as required.
- Lead and develop corporate fundraising strategies in Scotland, Wales, and Northern Ireland, providing support to Nations colleagues through regular meetings, proposals, pitches and reporting.
- Maintain an interest in corporate and high value fundraising for continuous learning and improvement.
- Budgeting and financial management – manage both core and appeal-specific budgets for P&P and events.
- Promote organisational and team values and culture in all work activities.

Networking and building relationships

- Manage and develop corporate, trust & foundation, major donor, statutory and other high value donor relationships.
- Manage new business and prospecting for corporate and high value audiences.
- Build networks, develop and deliver cultivation plans with engagement at all stakeholder levels, including at senior management and board levels.
- Ensure excellent working relationships with the RRN, retaining and developing partnerships.
- Lead on the development of excellent relationships with major donors.

Appeals

- Lead a high-performing team to achieve expected 7 and 8-figure fundraising results across corporate, trust & foundation, statutory and major donor income streams in DEC Appeals.
- Develop presentations, fundraising proposals, partnership plans, and donor reports as required; and lead technical and legal aspects such as due diligence, donation acceptance processes, CPAs creation and agreement, data sharing and fundraising agreements, etc.
- During each appeal, manage a portfolio of corporate, statutory, major donor and other high value donor relationships, providing excellent stewardship.
- Provide a high level of support on approaches to corporate new business and trust & foundation prospects.
- Deliver engagement and stewardship events to high-value audiences.
- Report back to supporters in the manner best suited to their individual ways of working and explore new innovative ways of connecting decision makers with the impact of their donations and the value of the DEC.
- Lead, develop and manage strategy to deliver successful secondary campaigns to high value and corporate audiences, aimed at reporting back to them and, through them, to the UK public on the impact of their support to the appeal.

- Achieve high levels of engagement with secondary campaigns, aiming for appeal launch-level activity across RRN and corporate partner internal and external comms channels.
- Lead on tracking relevant KPIs and metrics to evaluate appeal launch and secondary campaign strategies, using the data to improve these to achieve greater engagement.
- Following each appeal, conduct a thorough analysis of corporate and high value fundraising to measure and report performance and develop recommendations for improving performance in the next appeal.

Line Management

- Line manage, support and supervise the Trust & Foundation Manager to provide excellent stewardship that retains and increases income; with a key focus on core cost fundraising.
- Line manage, support and supervise two P&P Account Managers to achieve ambitious 6 and 7 figure corporate partnerships and direct donations.
- Matrix management of the P&P Officer to deliver on team administration, events and high-value supporter stewardship.
- Recruit and supervise temp support during appeals (if required).

Working hours and travel

The post-holder will be required to work additional hours in response to an emergency, 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. Occasional overseas visits may be required.

Competencies	Level & Descriptor	Demonstrable descriptors [key, are in bold]
1. Delivering Quality Results	B Demonstrates excellent project management skills within team	<ul style="list-style-type: none"> ✓ Demonstrates systematic approach and excellent project management skills to agreed timescales (timelines, targets, donor requirements). ✓ Makes sound decisions within remit of own role. ✓ Sets realistic deadlines and goals for self and team.
2. Planning	C Takes a 'helicopter' view and anticipates the future	<ul style="list-style-type: none"> ✓ Demonstrates an ability to step back from operational issues and see things holistically. ✓ Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions. ✓ Demonstrates how complex strategic issues can be broken down into simple discrete steps. ✓ Keeps abreast of the internal and external environment.

3. Analytical and Innovative Thinking	C Analyses the external environment confidently and creates options for future solutions	<ul style="list-style-type: none"> ✓ Identifies trends from complex or conflicting data, working confidently with data before making decisions: ✓ Generates a range of policy options and appraises them based on the internal and external evidence. ✓ Develops ways of applying new knowledge and ensures lesson-learning with self and wider team. ✓ Analyses the significance of external events and situations for the DEC.
4. Communications	C Communicates complex technical and/or sensitive/high risk information effectively	<ul style="list-style-type: none"> ✓ Resolves intra-team and inter-team conflicts effectively. Communicates complex operational, technical and strategic issues credibly with widely varied audiences. ✓ Influences internal and external audiences on specific issues. ✓ Scans the internal / external environment for key information and messages to support communication strategies. ✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations.
5. Team Working and Collaboration	C Develops external networks to increase internal thinking/learning	<ul style="list-style-type: none"> ✓ Engages with appropriate internal and external stakeholders to influence future plans ✓ Engages with relevant experts to gather and evaluate evidence. ✓ Shares and implements good practice with internal and external peers. ✓ Takes initiative to establish appropriate and relevant network or partnership where one does not exist.
6. Leading and Motivating	C Champions ownership of corporate decisions and leads and motivates others or direct reports effectively	<ul style="list-style-type: none"> ✓ Acknowledges good performance and deals with issues concerning poor performance. ✓ Carries out staff assessment and development activities conscientiously and effectively. ✓ Delegates well ✓ Encourages their team to develop continually their individual potential, create a learning culture. ✓ Ensures any external learning is effectively brought in-house.
7. Resilience	C Clarifies priorities and supports others to cope with pressure	<ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets. ✓ Sees and shows others the benefits of strategic change. ✓ Helps colleague/ team members to

	Member of Institute of Fundraising (or other relevant body).		D
Skills	<p>Excellent communication skills both written and spoken, with the ability to write and present compelling fundraising pitches and proposals.</p> <p>Excellent numeracy, budget development and monitoring skills.</p> <p>Excellent planning and project management skills.</p> <p>Excellent event management skills.</p> <p>Ability to work under extreme pressure during appeals and to very tight deadlines with excellent attention to detail.</p> <p>Proven ability to work effectively across a wide range of internal and external stakeholders.</p> <p>Relationship building skills with corporate and/or high value donors.</p> <p>Relationship building skills with trust & foundation and statutory donors.</p> <p>Team worker and self-motivator.</p> <p>Competent with Microsoft Office (Word, Excel and PowerPoint).</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Secretariat culture and mind set	<p>Ensure DEC's values are integral to and are upheld, throughout your DEC journey.</p> <p>Open to effective, personalised support for managing a healthy work-life balance.</p> <p>Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.</p> <p>Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.</p> <p>Embrace the working culture of a progressive learning and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.</p>		

