



Job title: Philanthropy and Partnerships Officer

Location: DEC Secretariat Office, 43 Chalton Street, London NW1 1DU

Reporting to: Philanthropy and Partnerships Manager

Direct reports: None

Salary: £29,000 per annum

Contract status: Full time, permanent

Introduction

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 13 of the UK's leading humanitarian agencies: ActionAid, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, Oxfam, Plan International UK, Save the Children, Tearfund and World Vision.

Since it was founded in 1963, the DEC has run over 60 fundraising appeals and raised more than £1.4bn 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.

The majority of 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 is responsible for the day-to-day running of the DEC. There are currently 18 permanent staff and a small number of dedicated volunteers, working together to promote the values of dynamism, openness, collaboration, empowerment and innovation.

Role purpose

To provide comprehensive fundraising assistance to the Philanthropy and Partnerships Manager to maximise income from high value donors for DEC emergency appeals. The role will be weighted towards working with Trusts and Major Donors and also includes coordinating events for specific stewardship purposes.

Key responsibilities

The Philanthropy and Partnerships Officer manages their own work load on a day to day basis, reporting to the Philanthropy and Partnerships Manager. The role involves regular liaison with donors, some fundraising account management, as well as vital database and logistical support for the Fundraising Team.

The Philanthropy and Partnerships Officer is responsible for thanking all high value donors on a bespoke basis during appeals, ensuring all details and communication is recorded accurately and efficiently on the database system. This post is also responsible for creating compelling and informative reports/updates for donors following each appeal.

Thanking and processing high value donations

- Create and maintain a high value donor log for each appeal, using the high value donations manual
- Monitor all relevant donation platforms during appeals and manage a temporary assistant to ensure all high value donations are recorded on the log and the database
- Liaise and manage key suppliers, such as Valldata, CAF, Just Giving and others, during appeal time
- Using the case for support document, create appeal mailings and thank you letters for all Philanthropy and Partnership audiences including corporates, trusts and major donors
- Thank all high value donors in a timely and appropriate manner and where suitable build a dialogue/relationship with donors
- Respond to any high value donation enquiries received from donors or the Supporter Care team
- Maximise income from existing supporters in an appeal through high quality outreach and stewardship for supporter donations and fundraising activities

Relationship-building and account management

- Using report templates, create compelling and informative updates for high value donors
- Work with the Philanthropy and Partnerships Manager and Content Manager to create a rolling donor communications calendar
- In non-appeal times, work with the Philanthropy and Partnerships Manager to research new prospects and develop a prospects pipeline
- Build relationships with, and manage a portfolio of, corporate partner accounts providing high quality stewardship and development
- Identify new marketing and employee/customer engagement opportunities with existing corporate partners to increase funds raised and awareness levels for future appeals
- Secure new business relationships with corporate prospects where appropriate and possible
- Build relationships with, and manage a portfolio of, major donors giving between £5,000-£10,000 to each appeal, providing high quality stewardship and development; identify opportunities to increase gift levels from these major donors for future appeals
- Build relationships with, and manage a portfolio of, Trusts and Foundations, providing high quality stewardship and development

Logistics and events

- Support the Philanthropy and Partnerships Manager to deliver a range of stewardship events for donors
- Manage guest lists and overall logistics for these events, including management of suppliers and contractors to deliver the event
- Support the planning and delivery of donor field trips
- Support external partner meetings with research, briefing notes and logistics

Working hours

The post-holder may on occasions 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 UK travel and overseas visits may be required.

Person Specification

The Philanthropy and Partnerships Officer will be selected against a robust set of competencies. Candidates will be required to demonstrate experience and achievement against the majority of the following areas:

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Graduate degree in relevant discipline or by experience 	
Experience	<ul style="list-style-type: none"> Experience of working with a database Experience of coordinating events Experience of working collaboratively and contributing positively to the work of a team Experience of database management and coordination 	<ul style="list-style-type: none"> Experience of working within the charity sector Experience of working in a fundraising/sales environment Knowledge/experience of humanitarian, international development or charity work (campaigning, fundraising, education)
Skills / Competencies	<ul style="list-style-type: none"> Excellent organisational skills including effective management of time and resources Excellent attention to detail Proven ability to work calmly and effectively in a fast-paced, pressured environment Proven ability to demonstrate a high level of trust, protecting the reputation and integrity of others through strict confidentiality Ability to prioritise and manage a varied workload under own initiative Strong written communication skills necessary to draft letters, reports and other documentation Strong verbal communication and interpersonal skills and excellent telephone manner Excellent knowledge of MS Office suite An understanding of and a commitment to the mission and values of DEC 	<ul style="list-style-type: none"> Ability to understand and appreciate the motivations of donors, supporters and volunteers Creative by nature and possessing an innovative approach to work