



Impetus



Philanthropy Manager
Candidate Pack - August 2022

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Executive Summary

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. We raise co-investment for our charity portfolio to build sustainability. Alongside investing extensive financial and non-financial support in our charity partners through our Investment Team we also seek to influence decision makers to implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

The Philanthropy Manager will be an integral part of the philanthropy team, contributing to the management of a portfolio of prospects and donors at the £10,000 to £100,000 level and supporting the Development Directors in six figure and seven figure partnerships. The appointed candidate will work closely with the Development Directors and Director of Philanthropy and Partnerships in building and maintaining a pipeline of prospects.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

The closing date for receipt of completed applications is Midday on Friday, 16 September 2022.

Applications should consist of a CV accompanied by a brief covering letter addressing the criteria in the Person Specification for the position applied for.

If you would like to find out more about this role or have any questions regarding the recruitment process please contact Shehrazade Zafar-Arif at Shehrazade.Zafar@society-search.com



Organisation

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with our target group of young people and committed to education and employment outcomes. Impetus provides core funding and work shoulder-to-shoulder with charity leaders, providing guidance and support to help them become stronger organisations.

In partnership with other funders, we help charities grow and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 35 members of staff, supporting 20 charities with programmes across England, Wales and Scotland.

Impetus is committed to equity and diversity in our work and our organisation - and encourages applications from candidates from minority backgrounds and/or with lived experience of the issues faced by the young people we exist to serve.

Our Values

Evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

High trust, high challenge

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

Diversity enables us to thrive

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

Brave and open

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

Collaboration always

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.

About the Team

The Philanthropy Team raises income for Impetus and for Impetus partner charities. The team consists of nine staff, expanding to eleven with the recruitment of two new hires to help us implement our new strategy. Impetus has an annual income of c.£7-8 million which we are looking to grow to £10 million within the next few years. The team is led by the Director of Philanthropy and Partnerships.

The Philanthropy Team works with major donors, corporates and grant making trusts. We work collaboratively with colleagues across the organisation to ensure we make a compelling case to generate new financial commitments and wider support for our work. The team also deliver a high-quality engagement programme of volunteering and pro bono for Impetus's corporate supporters and well as an ambitious events programme, including a gala dinner which raises over £1m annually.



Role Description

Salary: £43,000 per annum

Team: Philanthropy

Reports to: Development Director

Contract: Permanent

Working hours: Full time (37.5 hours per week) or Part time (flexible working arrangements will be considered)

Location: Central London, (currently trialling hybrid working - at least two days per week in Impetus office)

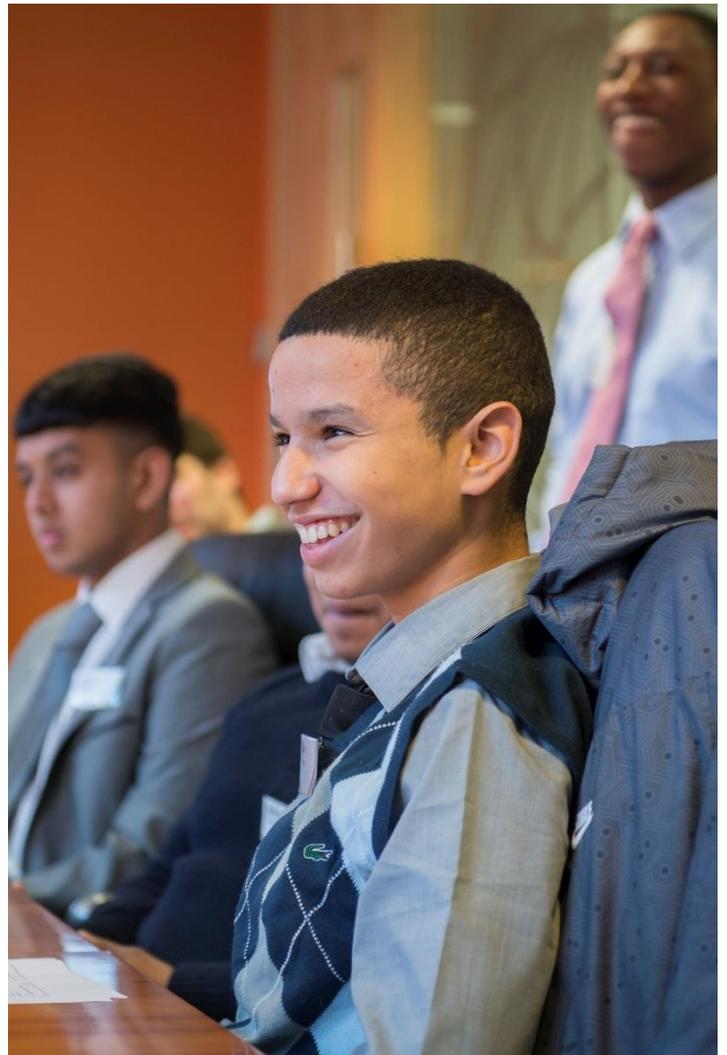
The Philanthropy Manager is a talented and ambitious fundraiser who will join our dynamic, collaborative Impetus Philanthropy Team and have responsibility for developing and managing their own portfolio of prospects and donors who support Impetus's core work.

The Philanthropy Manager will also make a significant contribution to writing proposals and reports for our existing partnerships to ensure we can deliver our mission: helping young people from disadvantaged backgrounds to succeed at school, work and in life.

Key responsibilities

- Managing a portfolio of prospects and donors at the £10k to £100k level, to develop and maintain strong and long-standing partnerships;
- taking primary responsibility for conducting and co-ordinating detailed prospect research on Trusts and Foundations that support our areas of work, liaising with Philanthropy Team colleagues on network mapping current supporters, and keeping abreast of newly established Trusts and Foundations that are keen to have impact at the heart of their work;
- managing the cultivation plans for prospects in your portfolio;
- being responsible for creating presentation decks, writing proposals and reports to donors in your portfolio and support the Development Directors and the Director of Philanthropy and Partnerships with these activities for major prospects and donors;
- supporting the Development Directors and the Director of Philanthropy and Partnerships to build and maintain a pipeline of prospects and report on progress of current prospects through the fundraising cycle;
- working with the Development Directors and the Director of Philanthropy to identify new grant funding opportunities and themes for Impetus;
- working closely with the Head of Engagement to ensure the Philanthropy Team are delivering on time in line with renewal and reporting, including liaising with our charity partners to create report content;
- working closely with the Head of Engagement to develop stewardship plans tailored to the needs of our donors;
- ensuring all communications with external stakeholders are prompt, clear and well written.
- ensuring research, prospect and donor activity and reporting is accurately captured on our CRM system (Salesforce);
- creating and monitoring processes and systems to deliver reports to the Senior Management Team and Philanthropy and Partnerships Committee;

- staying abreast of good fundraising practice, ensuring compliance with relevant legislation and guidance;
- supporting the Philanthropy and Events Team with the delivery of our major fundraising and challenge events as well as smaller cultivation and stewardship events and supporting ad-hoc activities of the Philanthropy Team when needed;
- demonstrating professionalism and best practice in all duties, comply with the organisation's policies and procedures and proactively support the wider team to deliver our mission effectively.



Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

Essential

- Experience in the grant application and bid-writing process;
- The ability to work through the fundraising cycle with donors to initiate, renew and grow gifts;
- Experience in developing partnerships;
- Excellent research and prospecting skills;
- Strong experience and knowledge of Microsoft Office Suite Technology especially PowerPoint and, substantive experience in using Salesforce or a comparable CRM system;
- An organised, strong project manager with the ability to devise donor engagement plans as well as use and create project/account plans, budgets, and other financial information;
- Excellent written and verbal communication skills with strong bid-writing and story-telling skills in particular;
- Able to grasp and interpret complex ideas, including the venture philanthropy model of Impetus and the private equity industry and convey these concepts to a range of audiences;
- Presence, credibility and ability to engage confidently with senior stakeholders;
- The ability to work well under pressure and meet tight deadlines in a fast-paced environment while managing multiple projects and maintaining excellent attention to detail;
- A commitment to Impetus' mission;
- Committed to equality, diversity and inclusion.

Desirable

- Significant and demonstrable experience of generating income from UK Trusts and Foundations.
- Knowledge of the sector - young people, education, employment;
- Experience fundraising for grant makers, infrastructure organisations or other intermediaries;
- Digital fundraising skills;
- An ability to think innovatively.



Appointment Details and How to Apply

Impetus is being assisted in this appointment process by the executive search firm Society.

Applications should consist of:

- 1 a concise covering letter (no longer than two pages), addressing the criteria in the Person Specification;
- 2 an up-to-date curriculum vitae;
- 3 names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

General advice on how to write [a strong CV](#) and [a strong covering letter](#) can be found on our website.

To upload your documents via Society's website, [click here](#).

The deadline for receipt of applications is midday on Friday, 16 September 2022.

Shortlisted candidates will be invited to interview in October 2022.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.

We are committed to ensuring that anyone can access our application processes. This includes people with hearing, sight, mobility, and cognitive impairments. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at inclusion@society-search.com. We also welcome suggestions or comments about any more general access improvements we should consider.

