## 

## ROLE PROFILE

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| **Job title** | Philanthropy Manager | **Salary:** | £30,000-£35,000 PA |
| **Responsible to** | Head of Fundraising | **Holidays:** | 25 days plus 8 Bank Holidays |
| **Location:** | Wigan Youth Zone | **Hours:** | 40 hours – (flexibility required, including evenings and weekends) |
| **Key Relationships:** | Head of Fundraising, Youth Zone Staff, Young People, Parents, External Stakeholders, Chief Executive, Board Members | | |
| **Benefits:** | Gym Access, training opportunities and CPD – including First Aid, Safeguarding, Health and Safety etc. Career Development Opportunities, Access to the Onside Talent Academy, Birthdays Off, Employee Assistance Programme (EAP), Cycle to Work Scheme | | |

**Role Purpose:**

An exciting opportunity has arisen at Wigan Youth Zone for an experienced fundraiser with a proven track record of securing funds from major donors and corporates (donations of £10k+ p/a). Working alongside the Head of Fundraising, and within a small team, you will make a significant contribution to securing a legacy for thousands of local young people through the generation of new income. You will have responsibility for sourcing significant new major donor income, totalling £75k in year 1, then £150k p/a thereafter. At the same time you will support the Head of Fundraising by effectively stewarding and developing relationships with existing Patrons and Supporters, ensuring donations are renewed. Reporting to the Head of Fundraising, you will be set targets to secure new patrons for the Youth Zone.

**Context of the Post:**

Wigan Youth Zone, the largest youth club in Europe, is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. The two-storey building has a four-court sports hall with climbing wall, a fully fitted fitness suite, a boxing gym, dance and performing arts studios, as well as music, media and visual arts facilities. There is also a cafe, together with recreational and social areas. Externally there are four all-weather kick-pitches and full-size skate park. Wigan Youth Zone is open 7 days a week, 52 weeks a year, providing local young people with somewhere to go, something to do and someone to talk to for almost eight years, winning UK Youth’s award ‘Youth Organisation of the Year’ in 2018 and shortlisted for the ‘Youth Work Award’ in the Children and Young People Now Awards 2020.

Since opening, the Youth Zone has facilitated over 700,000 visits to over 29,000 young people with impressive outcomes for those members across a range of measures such as confidence building, facilitating positive relationships and instilling ambition for adulthood.

**Values and Aspiration**

Wigan Youth Zone’s vision is to inspire and empower young people in Wigan and Leigh to fulfil their potential. You can find out more about our impact, since opening, [here](https://www.wiganyouthzone.org/wp-content/uploads/2021/06/wyz_impact_report_low_res.pdf).

We are looking for someone who can help deliver this aspiration for the young people of Wigan and Leigh and share the following values:

* Is a positive role model for young people and who believes in and recognises young people’s potential
* Has a positive and “can do” attitude
* Takes responsibility for their own actions
* Is willing to go the extra mile

**Main duties and responsibilities:**

* To generate income to target by supporting a programme of high impact, donor-focused stewardship of existing donors (major donors and corporates) involving the Senior Management Team and Trustee Board as appropriate, to maximise retention, and increase levels of support over time.
* To deliver an agreed income target, with significant growth year on year. This will need the determination and self-motivation to drive the campaign with a sense of immediacy.
* You will be targeted to bring over £75k worth of new income for the charity in year one, rising to £150k thereafter, from corporate or philanthropic donations, every year.
* To develop new, sustainable major donor and corporate relationships, through cold prospecting your existing networks and working closely with the Head of Fundraising, Trustee Board, CEO and existing supporters, to identify new prospects within their networks.
* To produce high quality written proposals and make verbal presentations and/or face to face asks to a range of audiences.
* To deliver cultivation and stewardship events.
* To produce fundraising communications and promotional materials for relevant stakeholders with the support of the communications team.
* To work alongside communications colleagues to ensure awareness of WYZ across the community, and potential supporters, is strong.
* To ensure you are continuously fully appraised as to WYZ delivery and impact.
* To ensure adherence to the relevant charity legislation and the Institute of Fundraising’s Codes of Fundraising Practice.
* To generate written and financial reports for management as required.

**General**

* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided);
* To assist with any promotional activities and visits that take place at the Youth Zone;
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone memberships.
* To adhere to Wigan Youth Zone policies at all times, with particular reference to Health and Safety, Child Protection and Equal Opportunities.

**Other duties**

* To carry out any other duty within the fundraising team and within the competencies of the post holder, as directed by your line manager or a senior manager.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience** | | |
| Proven track record of generating significant income from Corporates and Major Donors- minimum 5 years fundraising experience in this area. |  |  |
| Experience of meeting challenging financial targets for both new business and stewardship |  |  |
| Experience of managing a pipeline of potential supporters/donors and aligning their interests with a charity’s needs, in order to maximise the gift level. |  |  |
| Understanding of issues affecting young people and disadvantaged communities |  |  |
| Understanding and knowledge of the Wigan / Greater Manchester community |  |  |
| Skills and Abilities |  |  |
| Ability to make face-to-face approaches for funding from major donors and negotiate the ask |  |  |
| Strategic, target-driven approach to fundraising and marketing activity |  |  |
| Outstanding influencing and client facing skills, with an ability to communicate confidently with high level individuals and decision makers |  |  |
| Strong interpersonal and networking skills, to build positive, personal and organisational relationships and convey the Youth Zone’s work with confidence and credibility. |  |  |
| Ability to think conceptually and creatively, to develop profitable fundraising products and proposals for supporters |  |  |
| Strong organisational skills, with a structures and methodical approach to work, a clear focus on results, and an ability to work to multiple deadlines |  |  |
| IT literate and a confident user of databases |  |  |
| Personal Qualities |  |  |
| Ambitious, results-driven, strategic and creative |  |  |
| A team player |  |  |
| Commitment to the Youth Zone’s mission and values |  |  |
| Able to negotiate and balance competing priorities with consideration to ethical implications. |  |  |
| Willingness to work unsociable hours when required, and to travel to events in the region and beyond. |  |  |
| **Personal Attributes** |  |  |
| Positive and enthusiastic |  |  |
| Punctual and reliable |  |  |
| Commitment to personal and professional development |  |  |
| Interested in helping young people access positive activities |  |  |
| A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service |  |  |

The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding

**Remuneration package**

Salary: £30,000 - £35,000 per annum

Holidays: 25 days plus 8 Bank Holidays (pro rata)

**Wigan Youth Zone is fully committed to the safeguarding of young people. This post is subject to an Enhanced DBS check and positive references.**

**Closing date:** 19th June 2022

**Interview date:** On-going

**Start date:** ASAP