



Philanthropy Executive

Job Description and Personal Specification

Line Manager	Philanthropy Manager
Location	30-32 Upper Maudlin Street, Bristol BS2 8DJ
Terms	Permanent, FT or PT considered for the right candidate
Salary	Competitive DOE

Summary of Role

Multi-award winning Wallace & Gromit's Grand Appeal, the Bristol Children's Hospital Charity, is seeking an outstanding individual for the newly created post of Philanthropy Executive.

We are seeking a first-class, bright, energetic and pro-active Philanthropy Executive, with a minimum of three years' experience in Philanthropy or a similar environment. The successful candidate will have bags of initiative, be a strong team player, be able to work autonomously and have a passion for our cause.

With your excellent communication skills and experience in building and maintaining strong relationships, your responsibilities will include writing compelling proposals, successfully researching, cultivating and stewarding high level donors, and support with the management and logistics of special events.

If this sounds like you, we want to hear from you!

For the right candidate, we will consider full-time or part-time working. Salary will be competitive, and commensurate with experience. This role will be based at Grand Appeal HQ in the charity's newly renovated building on Upper Maudlin Street opposite the Bristol Children's Hospital, close to the beautiful Bristol Harbourside and the range of shops in Cabot Circus and Quakers Friars.

The Grand Appeal works in partnership with Aardman Animations to support Bristol Children's Hospital and the region's Neonatal Intensive Care Unit. With a multi-million pound programme of investment in the hospital, from research to family accommodation to patient, family and staff wellbeing, and a growing supporter base, The Grand Appeal is expanding fast. The Appeal is the charity behind the internationally successful and multi award-winning Gromit Unleashed and Shaun in the City art trails which are now part of the fabric of the city and which have brought millions of visitors to Bristol from all over the world.

Based across 6 sites in Bristol, The Grand Appeal offers a dynamic, supportive and rewarding workplace for its approx. 50 staff. The bedrock of our organisation is its strong team culture in which all staff play an important part. Our staff are talented, creative, ambitious and The Grand Appeal's most important resource. If this sounds like the right workplace culture for you, you have the required skills and experience, and you are looking for a new challenge, get in touch.

Raising money for Bristol Children's Hospital | grandappeal.org.uk

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

Registered charity 1043603 © &™ Wallace & Gromit's Children's Foundation/Aardman Animations Ltd 2019. All rights reserved.



Work for The Grand Appeal and you'll do more than just a job. The work we do really makes a difference and together, we can save lives.

To apply, we need your CV and a completed Application Form.

Key tasks and responsibilities

- Research and develop new prospects, locally, regionally and nationally including networking at appropriate events
- Create, organise and deliver inspiring copy for a range of applications to external funders
- Develop exceptional relationships with high-level supporters and prospects
- Develop a portfolio of medium value donors, engaging them with the cause to develop a programme of gifts, and relevant supporter journey across the organisation
- Develop exceptional relationships with internal stakeholders, Trustees and board members
- Develop inter-team prospects with the corporate, and community and events teams
- Support the organisation and management of high-profile, internal and external stewardship events
- Assist with special projects and events, including high profile engagement events
- Participate fully in the day-to-day work of the organisation, taking a flexible approach to fundraising and administrative tasks
- Embrace change and innovation throughout the team and The Grand Appeal
- Ensure that The Raiser's Edge supporter database is updated with all relevant information with a thorough understanding of GDPR
- Help deliver the gift process for major donors, ensuring income is coded correctly and liaising with the finance team when necessary

Other tasks

- Keep abreast of charity law and abide by the Charities Act, Fundraising Regulator, Institute of Fundraising Code of Practice, Gambling Commission and General Data Protection Regulation
- Carry out other tasks and duties as required, to support colleagues across the organisation
- The role will include travel and some weekend and evening work

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service. All job descriptions are non-contractual and give a sense of the broad scope of the role and so include a level of flexibility. Whilst they list some key tasks there will also always be tasks that arise and which can be reasonably expected of the role.

The Grand Appeal is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment. The selected candidate will be appointed subject to a DBS check.



Raising money for Bristol Children's Hospital | grandappeal.org.uk

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

Registered charity 1043603 © &™ Wallace & Gromit's Children's Foundation/Aardman Animations Ltd 2019. All rights reserved.



Personal Specification

E = essential D = desirable

Experience and knowledge

Importance	Criteria	Assessment
E	Minimum of three years' experience in Philanthropy or a similar environment	Application
E	Track record of success in engaging and recruiting new donors and establishing longstanding relationships	Application Interview
E	Understanding of the principles of excellent relationship development and management with the experience of being able to converse with a variety of people in different situations	Application Interview
E	Proven experience of writing compelling and successful fundraising proposals	Application Interview
E	Proven experience of planning and delivering stewardship events for donors	Application Interview
E	Experience in forming an understanding of individuals ability and propensity to give through research and data analysis and presenting these conclusions clearly	Application Interview
E	Experience of networking with high net worth individuals and working with fundraising boards and committees.	Application Interview
E	Experience using databases to record accurate and up-to-date information	Application Interview
E	Experience of undertaking projects independently and delivering projects through to completion	

Skills and abilities

Importance	Criteria	Assessment
D	Educated to degree level or equivalent	Application
E	GCSEs (or equivalent) Maths, Science, English A-C	Application
E	Empathy with the aims, objectives and activities of the charity	Application Interview
E	Good IT skills; confident in the use of Microsoft Office, CRM databases	Application Interview
E	Excellent organisational and time-management skills with the ability to prioritise conflicting demands whilst maintaining accuracy and attention to detail	Application Interview

Raising money for Bristol Children's Hospital | grandappeal.org.uk

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

Registered charity 1043603 © Wallace & Gromit's Children's Foundation/Aardman Animations Ltd 2019. All rights reserved.



E	Excellent verbal and written communications skills with ability to build and maintain relationships, particularly with supporters, volunteers and team members	Application Interview
E	Ability to work both autonomously and as part of a flexible team and to contribute towards wider objectives	Interview
E	Energetic, self-motivated and able to use initiative	Interview
E	An approach to mirror our values: supportive, professional, collaborative, creative and confident	Assessment process

Other requirements of the role

Importance	Criteria	Assessment
E	Prepared for occasional travel to events and work outside of normal working hours. TOIL will be provided in most circumstances.	Application
D	Car Owner	Application

How to Apply

Complete the Application Form below together with a copy of your CV, send to jobs@grandappeal.org.uk

The closing date for applications is 11.30pm on Sunday 2 June, with interviews being held on Wednesday 12 and Thursday 13 June.

For informal discussions please contact Sarah, Helen or Nicola at hello@grandappeal.org.uk or 0117 9273888



Raising money for Bristol Children's Hospital | grandappeal.org.uk

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

Registered charity 1043603 © &™ Wallace & Gromit's Children's Foundation/Aardman Animations Ltd 2019. All rights reserved.



CV COVER SHEET

Name: _____

Job applied for: _____

Relevant skills and experience: (700 words max.)





What makes you the ideal candidate for this role? (700 words max.)

Current employer/role/length of contract:





Current salary/notice period length:

Holiday or other commitments

Salary expectations £ _____

How did you hear about the vacancy? _____

Do you need a work permit to work in the UK? YES/NO

You must agree to the following data protection statement and to our privacy policy in order to process your application.

Signed: _____ Date: _____





Data Protection

Your data will be held in accordance with the General Data Protection Regulation.

The information you provide will be used to progress your application during the application process, if your application is successful, to administer your personnel record.

You consent to The Grand Appeal processing data relating to you for legal, personnel and administrative purposes and in particular to the processing of any sensitive personal data (as defined in the General Data Protection Regulation) relating to you, including in order to comply with legal requirements and obligations to third parties such as regulatory bodies and criminal records checking.

The Grand Appeal may make such information available to those who provide products or services to The Grand Appeal (such as advisers and payroll administrators), regulatory authorities and as may be required by law.

You can view our privacy policy at grandappeal.org.uk/privacy-policy



Raising money for Bristol Children's Hospital | grandappeal.org.uk

30-32 Upper Maudlin Street, Bristol, BS2 8DJ | 0117 927 3888 | hello@grandappeal.org.uk

Registered charity 1043603 © &™ Wallace & Gromit's Children's Foundation/Aardman Animations Ltd 2019. All rights reserved.