



JOB DESCRIPTION

Title: Philanthropy Manager

Reports to: Senior Philanthropy Manager

Main purpose of the role

To raise important funds for the Royal Opera House Covent Garden Foundation through the fostering of philanthropic relationships, using both face-to-face fundraising as well as day-to-day administration of gifts.

Manage a portfolio of existing donors to the Royal Ballet and Opera (RBO) and increase the value of those relationships.

Further grow the number of philanthropists supporting the RBO by regularly identifying and making approaches to new prospects.

Project manage and deliver a number of activities that maximise the RBO's income from philanthropists including regular daytime and evening events.

To manage your own learning, with the support of the Senior Philanthropy Manager, and contribute to a culture of continuous improvement.

To play a key role in achieving the annual Development and Advocacy Department targets.

Main Responsibilities

Portfolio Management – Key Relationships

- Manage and develop relationships with a portfolio of philanthropists, delivering all involvement and recognition as agreed with each philanthropist, leading to the successful annual renewal of their giving
- Work closely with other members of the Development and Advocacy team and other Royal Ballet and Opera staff to ensure successful delivery of activities
- Maximise support from existing philanthropists by growing incomes from these individuals

- Create, grow and develop fundraising initiatives such as giving *Circles* and *Production Syndicates*, by identifying new prospects giving £8,500+ and increasing current support from existing Circle and Syndicate philanthropists
- Work to an agreed plan for each approach and actively solicit gifts personally where appropriate
- Encourage philanthropists to become ambassadors for the Royal Ballet and Opera and introduce us to their contacts who could become potential new donors

Growth of the Portfolio – Prospecting

- Identify new high value philanthropists and devise a detailed approach plan, which may include other members of the Development and Advocacy team, Fundraising Committee and Board Members
- Oversee prospecting for new relationships and develop a plan in consultation with the Philanthropy team to introduce and cultivate those new relationships with potential for giving
- Work with colleagues, Fundraising Committee and Board Members to integrate new prospects into the plan
- Support Fundraising Committee and Board Members by setting up and providing briefs for meetings, drafting correspondence, following up accordingly and providing any other support needed
- Implement the approach plan to agreed timescales, using Senior Volunteers, senior management and working with the Philanthropy team
- Arrange project visits, backstage tours, attendance at rehearsals, meetings with internal and external senior influencers (Senior Volunteers, Board Members and Artistic Staff) with the aim of encouraging giving
- Prepare proposals for funding for new relationships in line with the successful development and implementation of the approach plan

New Initiatives and Cross-Promotion

- Manage and develop current and new fundraising initiatives; recent initiatives have included launch of the Young Philanthropists programme
- Maximise income opportunities across the organisation by working with Business Partnerships, Events and Membership teams on securing philanthropy; this might include encouraging philanthropists to purchase special fundraising event and gala tickets
- Promote and recruit new Patron members and where appropriate new Business Partnerships in collaboration with other staff members

Project Management

- Liaise with other members of the Development team and other RBO staff on delivery of all servicing and stewarding
- Ensure that any planned approach or activity is supported by appropriate level of research and analysis
- Ensure that all income secured is handled as tax-effectively as possible
- Ensure philanthropists are credited appropriately
- Operate strictly within budgeted expenditure
- Ensure that all activity undertaken by staff and Senior Volunteers is accurately recorded on the Department's database
- Demonstrate discretion and confidentiality across all work regarding sensitive or personal information; work to department protocols regarding Data Protection
- Work on any handover requirements and support a smooth transition from the interim period
- As a busy working Theatre, there is a requirement to work evenings and occasionally at weekends as required, under the Departments' time-off in lieu policy

Continuous Improvement

- Play an active role in the team, contributing to the efficient running of operations
- Keep in touch with best practice and any updates as relevant to the role
- Manage own learning and continuous professional development relevant to the role; undertake any learning or study as required
- Support a culture of information sharing, collaborative working and team working
- Contribute to a culture of innovation and continuous improvement
- Undertake any other duties as may be reasonably required in the above post.

Key Deliverables

- A major contribution to securing and servicing of budgeted Philanthropy target
- Successful management of a portfolio of philanthropists giving upwards of £8,500 to the Royal Ballet and Opera
- Successful identification of new potential philanthropists with a plan for developing the relationship to generate high value gifts
- Growth of the portfolio, with five new relationships each year as a key objective
- Well established collaborative and consultative ways of working with team members for all projects
- Establish good relationships across the RBO as a respected member of the Development team

PERSON SPECIFICATION

Essential Knowledge/Skills and Experience

Philanthropy

- An established track record in philanthropy or fundraising for major organisations
- Demonstrated success in managing a portfolio of high value relationships
- Ability to think strategically to devise relevant engagement and cultivation plans and identify opportunities for approaches to prospects
- Experience of personally securing four and five figure donations
- A balance of experience and innovation to be able to develop new ideas and launch new initiatives successfully
- An understanding of the art forms of opera, ballet, music and dance, or the ability to be able to gain knowledge in a short space of time

Project Management Skills

- The ability to deliver consistently to objectives
- Ability to devise specific plans for targeted approaches
- Experience of solving complex problems, drawing on given resources and collaborative working
- Ability to use management processes effectively to support:
 - Research, analysis and reporting on activities
 - Budget analysis and presentation
 - Proposal writing to a very high standard, donor contracts and gift aid arrangements
 - Project management and management of servicing donors
 - Processes to encourage review and continuous improvement

Relationship Management Skills

- Credibility as an ambassador in the area of philanthropy, able to work effectively at senior levels and liaise with high-net-worth individuals
- Very strong people and relationship building skills and networking and the ability to nurture contacts
- Outstanding verbal communication and presentation skills and ability to show enthusiasm and communicate fluently about the artistic work and aims of the RBO
- Discretion and respect for confidentiality
- Ability to work autonomously and as a team player
- Able to work across this and other departments and with a range of senior people including Committee and Board Members and philanthropists
- An understanding and knowledge of the art forms would be an advantage

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to delivering a high-quality service and high standard of work
- Commitment to managing own learning and continuous professional development relevant to the role
- Uphold the organisation Values and Behaviours across all aspects of the role and support our goals for diversity and inclusion

Job Requirements

- Able to work evenings and weekends as required
- Good personal presentation and business-like appearance

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

