

Job Description

Title:	Philanthropy Manager
Responsible to:	Head of Fundraising and Communications
Department:	Fundraising and Communications
Location:	Hybrid - Regular presence at our offices in Bath plus some remote working

About Designability

Designability is an independent, national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere. We create great looking, easy-to-use products that go beyond basic functionality and we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop products in response to specific needs, in the hope that our products will inspire new markets to blossom.

Purpose of the role

The purpose of this role is to develop and grow our income from Charitable Trusts, Major Donor and Legacy income streams, through the development of new and existing relationships. You will identify, research, cultivate and manage a portfolio of new Trust and Major Donor prospects, as well as supporting the excellent stewardship and cultivation of existing relationships. You will play an important role in the planning, organisation and management of donor visits and stewardship events, including completing prospect research and briefing.

Designability follows The Social Model of Disability, which holds that disabled people are disabled by their environments rather than any variation in their capabilities. This role is about showcasing Designability's innovative approach to working with disabled people to highlight the amazing impact well designed products can have for them. Focusing on how the donor can truly make a difference to disabled people across the UK and providing a bespoke and personalised approach to their supporter journey.

Critical to the success of the role will be the ability to identify and research opportunities, and engage, communicate and build relationships to win support from new and existing donors and prospects. The role will involve close collaboration with colleagues across Designability to develop a deep understanding of our charity's work. The successful candidate will be a confident communicator at all levels, both in person and via written

communications, with experience of producing compelling funding applications, and engaging reports.

This is a fantastic opportunity to join our dynamic team at an exciting time of growth across our charity, and to make a meaningful difference through our work supporting disabled people to live with greater independence.

Responsibilities:

- To deliver agreed income targets, KPIs and strategic objectives for the role on an annual basis, reporting progress on a monthly or quarterly basis.
- Build and develop strong relationships with existing donors and prospects across Trusts and Foundations, Major Donor and Legacy income streams to increase charitable income for Designability – with a focus on five and six figure gifts.
- Proactively seek out, develop and manage a portfolio of prospective new Trust and Foundation, Major Donors and Legacy prospects.
- Research, cultivate and steward relationships across a portfolio of existing Trust and Major Donor supporters – with a focus on ensuring all opportunities for increased income are maximised.
- Introduction of a Legacy strategy, including identifying and onward stewardship of Legacy prospects and establishing Legacy pipeline management.
- Design, plan, manage and host engagement and cultivation events with donors and prospects where appropriate, working closely with teams across the organisation.
- Complete research to identify opportunities to deepen relationships with prospects and donors by further involvement from internal stakeholders such as CEO or Chair of Trustees. Provide clear and accurate briefings prior to contact with prospects and donors.
- Produce compelling proposals, funding applications, reports and presentations as required to demonstrate a case for support or meet grant criteria.
- Ability to influence others to support a cause, and confident in asking for five and six figure donations both in writing and face to face.
- Create and manage personalised stewardship plans for donors and Trusts based on their contact preferences, delivering a high standard of support and increasing the likelihood of success when asking for significant gifts.
- Ensure donors' and prospects' expectations are being met, or where this may not be possible, carefully managed to secure long term support.
- Represent Designability at external events, presentations, meetings, networking opportunities and funding pitches.
- Regularly analyse the fundraising database to ensure all opportunities to engage donors and prospects are utilised and maximised.
- Establish close working relationships with the wider fundraising and communications team and across Designability, keeping up to date with project developments, organisational changes and produce on brand communications in order to provide up to date and accurate information to donors and prospects.
- Ensure all records and donor information on the fundraising database are up to date, accurate and GDPR compliant.
- Where appropriate support the wider fundraising team to achieve income targets and objectives for the Fundraising and Communications team.

Terms of employment

This post has a 3 month probation period. All staff within Designability are subject to a basic Disclosure and Barring Service Check before an appointment can be confirmed. If the role requires direct contact with children or vulnerable adults, then an Enhanced DBS check

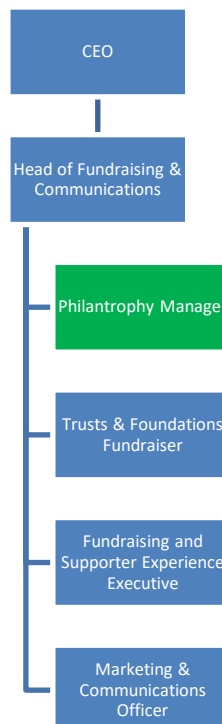
would be required.

Person Specification

Criteria	Essential	Desirable
Qualifications	Commensurate experience in an applicable role.	Professional qualification, ideally Chartered Institute of Fundraising.
Experience & Knowledge	Experience of securing income from Trusts and Foundations or successful bid application.	Proven track record in securing five and six figure gifts.
	Experience of raising funds from individual Major Donors in a donor facing role or income from high net worth individuals in a sales role.	Experience in other fields of fundraising such as Legacy.
	Experienced networker able to identify new prospects and establish relationships with a focus on long term support.	Social media and communications experience.
	Experience of completing prospect and donor research, and delivery of thorough and clear written and verbal briefings.	Knowledge of legislation and guidelines relating to good fundraising practice.
	Experience of working with a database for both accurate data entry and analysis purposes.	Prior experience of team or volunteer management.
Skills	Very strong interpersonal skills and integrity, able to communicate well with others and quickly build credibility and trust.	Full driving licence.
	Excellent written and oral communication skills. Numerate and able to interpret data and trends.	
	Effective time management.	
	Ability to show initiative in problem solving when dealing with novel or conflicting demands.	
	Confident, credible and articulate communicator.	
	Confident public speaker and willing to present to a variety of different audiences as well as leading small group or one to one meetings.	

Attributes	Multitasker accustomed to prioritising work schedules and working to tight deadlines.	
	Willing to work at all levels and adaptable to the situation or task in hand.	
	Focused with a high level of attention to detail.	
	Self-motivated and able to work well independently as well as a good team player.	
	Willing and able to take personal responsibility, and learn new skills and systems.	
	Confident in a variety of different situations and able to present a calm and level headed approach to challenges.	

Team Structure



Benefits that come with working for Designability

Looking after its employees is important to Designability – supporting everyone to be happy and healthy means that we live our values of being creative, practical and inclusive and in turn meet our mission to enable disabled people to live with greater independence.

To find out what benefits we currently offer to our team, please visit:

<https://designability.org.uk/benefits-that-come-with-working-for-designability/>