



JOB DESCRIPTION

Job Title	Philanthropy Manager
Responsible to	Head of Fundraising and Development
Hours of work	37.5 hours per week
Salary	£35,000 - £40,000 depending upon experience.

ABOUT LTSB

Our Vision

A world where all young people flourish, regardless of their background.

Who We Are

Leadership Through Sport and Business (LTSB) is a social mobility charity that works with bright young people from disadvantaged backgrounds, ensuring they find meaningful, skilled careers – and that firms get positive, effective employees who can make a difference from their first day.

Our four key responsibilities are:

- Promoting opportunities to those from backgrounds that are not normally reached
- Preparing young people for the workplace, and the workplace for young people
- Providing context for their application, and stewarding the hiring process
- Pastoral care – an additional support network for the first phase of their career

We don't just get young people jobs. We launch careers. When diverse talent is given preparation and support, they don't just get by, they thrive – and that means more representative management which can better train and retain a more representative workforce.

For historic information, please see our Impact Report on our website: [ltsb.charity](https://www.ltsb.charity)

ROLE OVERVIEW

LTSB has grown significantly over the past two years. Our work is only possible with the generosity and commitment of our supporters. You will be joining our fantastic Fundraising team who work with trusts, foundations, institutions, companies, and individuals to ensure the charity has the funds and relationships necessary to achieve our aims.

This role will be responsible for developing relationships with companies and high-net worth individuals to support our fundraising strategy. These income streams are in their infancy for LTSB and so the role will largely be focused on securing new business and developing our existing relationships.

We're looking for someone who has experience of a similar role. You will have great people skills and have experience of building and maintaining strong relationships. Your initiative and determination will have previously led to you meeting your targets. You will have a positive approach and enjoy working as part of a team. As we all work remotely, you will also need to be a self-starter and able to work independently. The post holder will develop and maintain relationships internally and externally and will need a thorough understanding and commitment to LTSB's vision, mission, and work.

Main Responsibilities

- To research potential corporate supporters and high-net worth individuals and plan and deliver approaches to them
- To develop high quality proposals and presentations to target companies and individuals
- To develop and maintain a strong portfolio of current and potential prospects; building and managing effective relationships in order to maximise corporate support and donations from high-net worth individuals
- Provide excellent account management, designing and delivering bespoke communications and organisation of cultivation events
- To lead on developing the Business Clubs and Networking Groups
- To actively network to build relationships with the business community and high-net worth individuals
- To maintain and develop knowledge of the corporate sector ensuring all fundraising opportunities are maximised
- To work collaboratively with colleagues across the wider team to ensure income is maximised

This job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates the main role of the post-holder.

PERSON SPECIFICATION

- Interest in youth development and social mobility.
- A demonstrable track record of income generation through personally securing at least five-figure gifts from high-net-worth individuals and/or corporate donors.
- Experience of developing a new pipeline of high-net-worth individual prospects and/or corporate prospects and being proactive in converting these to active donors.
- Experience of delivering fundraising strategies.
- Keen networker who is happy to develop leads with face-to-face meetings and at in-person events.
- Ability to build rapport with new contacts and understand their needs and motivations.
- Strong and persuasive written and verbal communication skills, and an ability to listen.
- Team player with self awareness and flexibility.
- Computer skills e.g. Word, Excel.
- Ability to work remotely successfully.

TERMS AND CONDITIONS

- Full-time role
- Permanent contract.
- Willingness to travel to our key delivery locations (approximately once a quarter).

APPLICATION PROCESS

Please send a CV and cover letter (no more than 3 pages) outlining why you're applying for the role and how you meet the person specification.