

Partnerships and Philanthropy Manager

Equality, Diversity and Inclusivity

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, gender identity, sex, sexual orientation, religion or belief, or marital or civil partnership status.

Main purpose of the role:

To lead on APF's partnership and philanthropy fundraising including trusts and grants and corporate income. The Partnerships and Philanthropy Manager will develop sustainable relationships with funders and grow income so we can continue our work to create a better future for everyone affected by pulmonary fibrosis.

You will:

- Research and identify new funding prospects, stewarding and developing new relationships
- Build on existing funder relationships to increase repeat, major and multi-year funding opportunities
- Develop inspiring proposals and reports with a focus on impact, tailored to the aims and requirements of a wide range of funders, growing income from trusts, grants and pharmaceutical companies
- Lead on development of corporate partnerships, line managing the Corporate Fundraiser and stewarding significant partnerships

Key stakeholders:

- Grant making trusts, corporate organisations and pharmaceutical companies
- Patients, carers and family members affected by pulmonary fibrosis
- Staff, volunteers and freelancers at APF

Reports to: Head of Fundraising

Line Management Responsibility: Corporate Fundraiser

Main Duties are:

- **Lead on funding application processes;** ensure funding application deadlines are met and that grants are acknowledged and reported on in a timely manner
- **Build long-term relationships and steward new and existing funders** to increase repeat, major and multi-year funding opportunities. This will include leading the application and reporting processes for major funders such as National Lottery Community Fund
- **Develop a case for support and write inspiring funding proposals** for a range of areas of work including support services, research and campaigning
- **Research a broad range of new funding prospects** (trusts and foundations; corporates; and pharmaceutical companies) whose aims and priorities match those of our work
- **Work with APF's Senior Leadership Team to identify fundable projects** and priority areas, feeding these into funding proposals

- **Develop a business plan for corporate fundraising**, identifying key sector opportunities for support and analysing existing corporate contacts and supporters
- **Scope opportunities for partners to support** beyond financial contributions
- **Work with the Head of Fundraising** and other members of the Senior Leadership Team to build and nurture relationships and partnerships with major funders including grant making trusts, pharmaceutical companies and corporate supporters, growing income and key relationships to support APF's five-year strategy
- **Line manage the Corporate Fundraiser**, providing support and direction to help them deliver the corporate fundraising business plan; and furthering their personal development through clear objective and target setting; regular one-to-ones; and APF's annual appraisal process
- **Build on existing processes** to ensure all grants and donations are accurately recorded on APF's CRM, and work with the Finance team to ensure all funding restrictions are adhered to. Ensure communications with funders; grant applications; and partnership agreements are accurately recorded and kept up to date
- **Budget management** including managing expenditure across trusts and grants; pharmaceutical and corporate fundraising, and working with the Head of Fundraising to budget income and set and monitor targets across these income streams
- **Produce regular updates and reports on income streams**, using income and data to analyse performance and feed into future business planning
- **Contribute towards APF's monthly reforecasting process**
- **Work on projects** as agreed with the Head of Fundraising from time to time

Person Specification

In your application for the role, please provide details of your experience against the selection criteria set out below.

Part one: knowledge and experience

- Experience of writing successful funding proposals
- Experience of securing five figure grants and above
- Experience of building long-term relationships with funders
- Experience of working with and stewarding corporate supporters (Desirable)
- An understanding of how pharmaceutical companies work with charities (Desirable)
- Experience of reporting on income and income stream performance to feed in to Board reports
- A thorough working knowledge of Microsoft Office, including Word, Excel and Outlook
- Experience of budget development and management and ensuring accuracy of financial information
- Experience of using a fundraising database (training will be provided for our CRM), accurately recording income, correspondence and funding restrictions

Part two: skills and working style

- Excellent communication skills, with the ability to write and speak to a range of different audiences; to write with impact; and inspire people to donate
- Confident in networking and stewarding funders face to face
- Excellent time management skills and confident in managing and prioritising team workload to meet competing deadlines
- Meticulous attention to detail with good proof-reading skills
- Ability to demonstrate initiative, be proactive and offer a problem-solving approach
- Effective interpersonal skills with ability to demonstrate empathy for others
- Team player and able to be flexible

- Committed to ongoing personal and professional development; positive and willing to learn and to sharing learning with the team
- Supportive line management style, encouraging personal development of team members

Terms of Appointment

Contract:

Permanent, full-time or part-time considered (minimum 30 hours per week)

Salary Band:

Full-time equivalent £36,000 – £40,000 depending on experience

Pension:

Automatic enrolment to workplace pension unless already an active member of a qualifying workplace pension.

Holiday:

25 days per holiday year, plus 8 bank holidays (pro rata), and additional discretionary days around Christmas

Location:

Home-based, flexible remote working with some travel (including monthly travel for team meetings or one-to-ones, and travel for other meetings and events as required. Travel may be to Peterborough head office, London and other locations).

Hours:

Normal hours are 9.00am to 5.30pm with flexibility to maintain a good work/life balance.

Other benefits:

The ability to flex hours, take 'time off in lieu' for extra hours worked, and access training, coaching and support for your personal development. Access to Employee Assistance Programme.

Equipment:

Work phone and laptop.

Probationary and notice of termination periods:

You will be subject to an initial 6-month probationary period during which notice is 1 week on both sides and then extending to two months thereafter.

Accessibility

Our office is step free with accessible toilets.