



FUNDRAISING – PHILANTHROPY & PARTNERSHIPS MANAGER (MAJOR DONOR & CORPORATE) – JOB SHARE

SALARY	£35,235 to £39,769 (dependent on experience)
LOCATION	Barnet (North London) with remote working available one day per week
HOURS	37.5 full time or 22.5 hours part time – job share Flexible working will be considered
CONTRACT	Permanent
REPORTING TO	Head of Philanthropy & Partnerships
REPORTS	Philanthropy & Partnerships Fundraiser if full time
CLOSING DATE	Rolling

JOB DESCRIPTION

Noah's Ark Children's Hospice helps babies, children and young people who are seriously unwell, and their families, make the most of every day. The charity aspires to become a centre of clinical excellence for children with life-limiting or life-threatening conditions.

We've been on a major upward trajectory in recent years, with more children being supported, more major hospitals being partnered with and more supporters donating. We've transformed from being an enthusiastic start-up delivering care in the community, to a serious player delivering major impact both in the community and at our state-of-the-art hospice building, The Ark, opened in 2019.

We are in the process of the most concerted and exciting expansion of our Fundraising and Marketing & Communications teams in the charity's history. Once our new roles are filled, these



teams will grow from 13 to 20 – please take a look at our Investing in Fundraising & Communications statement on page 11 for more information.

'Philanthropy & Partnerships', which covers Grants, Trusts & Foundations, Major Donor and Corporate fundraising streams, is pivotal to Noah's Ark – typically accounting for around 75% of the charity's overall income. In real terms, that is £3m of our £4.1m fundraising target for 2023-24. This role feeds into our Major Donor and Corporate income streams. Philanthropy & Partnerships is a real area of expertise for Noah's Ark, with much scope for further growth. The successful candidate will therefore enjoy opportunities to develop an exciting, multi-disciplinary portfolio and gain invaluable in-house training and support, working as part of a high-performing and super supportive team, ready for its next exciting growth phase.

The Philanthropy & Partnerships Manager will work closely alongside an existing team member with the same title, creating a job share. The direct line management of a Philanthropy & Partnerships Fundraiser is currently covered by your colleague however, we would expect both Philanthropy & Partnerships Managers to be in a position to take up line management responsibilities at any time.*

The Philanthropy & Partnerships Manager will work with the Head of Philanthropy & Partnerships to manage and develop the Major Donor, Mid-Value and Corporate pipelines, along with instrumental work with our Special Events Manager on high-value campaigns and events. This includes our annual matched-funding campaign, The Winter Ball and the Noah's Ark Golf Day – which last year raised £2.1m, £435,000 and £104,000 respectively. The post-holder will be key in taking the Philanthropy & Partnerships programmes to the next level, securing new Corporate Partnerships, increasing multi-year gifts and supporting the Philanthropy & Partnerships Fundraiser to work to the same end with their portfolios.

ABOUT YOU

You will be a dedicated, organised and reliable individual. You will show determination and have an ability to read people and situations intuitively. An exceptional and eloquent communicator, excellent at managing your time and a natural relationship builder.

You will ideally have experience of working on the strategies and innovation behind the area/s of fundraising you have worked in and, therefore, have a growth mind-set. You will be willing to liaise with colleagues across the fundraising team and wider charity to create the greatest outcomes for the children and families we support.

We encourage you to apply if you consider yourself to have emphatically successful grounding in Major Donor and/or Corporate fundraising and believe you could thrive in our award-winning team.

KEY TASKS & RESPONSIBILITIES OF THE ROLE

RELATIONSHIP MANAGEMENT

- Work closely with the Head of Philanthropy & Partnerships to build on supporter stewardship strategies for existing portfolios
- Work collaboratively with your job share colleague on 'new business' strategies to generate fresh income from Corporate Partners and Major Donors
- Ensure all relationship management is underpinned by systematic processes and first-class relationship building, engendering trust, long-term passion and regular support
- Devise and implement bespoke plans for each supporter on the post-holder's portfolio, thinking creatively and entrepreneurially to ensure objectives for each relationship are met
- Create opportunities and bring about results from peer-to-peer introductions made by trustees and existing supporters
- Prepare and deliver impactful and engaging presentations to Major Donors and Corporate Partners (both at one-to-one and group level), outlining Noah's Ark's progress and plans, and tailoring to each audience
- Ensure that supporters receive timely and relevant thank you messaging, correspondence and updates about the work of the charity
- Manage and nurture internal relationships with all teams in order to maximise the success of Philanthropy & Partnerships

REPRESENT THE CHARITY

- Be an ambassador for the charity; presenting formally and informally, to a wide range of audiences
- Speak about the charity with impact during meetings, being able to communicate at all levels with supporters of all experience and backgrounds
- Take every opportunity to develop and continually improve, always with the mind-set of leading by example

PROJECT MANAGEMENT & ADMINISTRATION

- Co-lead on the implementation and development of the Corporate strategy
- Co-lead on establishing a clear Corporate and Major Donor pipeline, including systems and processes for identification of and applications to prospective supporters. This will include crafting excellent Corporate Partnership applications, as well as supporting colleagues with applications they are leading on
- Display and instil a propensity for timely action across the Fundraising and Marketing & Communications team when managing or supporting projects of all sizes



- Formulate contingency plans as appropriate
- Prepare and maintain project budgets
- Use our database, Beacon, highly effectively to ensure that Philanthropy & Partnerships income and supporter communications are logged, and reporting and stewardship systems and processes are accurate and efficient
- Work with the Finance team to ensure accurate logging and spending of Philanthropy & Partnerships income
- Supply supporters with fundraising materials and promotional collateral as and when required

GENERAL

- Develop and maintain an excellent knowledge of Noah's Ark services and good working relationships across the charity
- Assist in the collation of fundraising materials such as case studies and photos
- Work collaboratively and in a supportive manner within the Fundraising team, and across the charity, to ensure that overall aims and objectives are achieved
- Work within legal and charity guidelines, especially within the Fundraising Regulator's Code of Fundraising Practice and Noah's Ark Children's Hospice's own policies and procedures
- Model the charity's values of Kindness, Excellence and Courage
- Occasional evening and weekend work may be required for fundraising events
- Undertake training and skills development and keep up to date with the changing requirements of the role
- Undertake other duties as required

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	N/A	N/A
SKILLS / KNOWLEDGE / EXPERIENCE	<ol style="list-style-type: none"> 1. Substantial experience of Major Donor and/or Corporate fundraising 2. Experience of successfully providing line management 3. Highly successful relationship building skills, having built a portfolio of supporters by putting the supporter experience front and centre 4. Exceptional time management and organisational skills, with experience of managing multiple projects at any given time and meeting agreed deadlines 5. Excellent spoken and written use of English language in order to present relevant detail clearly and concisely 6. Ability to think laterally to tailor communications to create personal connections with prospective and current supporters 7. Excellent administration skills with a sound working knowledge of a relationship database, Windows-based software, including Word, Excel and Outlook 8. Knowledge and demonstrable experience of adhering to data handling/GDPR laws and codes of conduct 	<ol style="list-style-type: none"> 1. Track record of securing significant sums and meeting or exceeding targets 2. Contribution to the personal development of those line managed 3. Experience of working with a relationship management database (e.g. Beacon)
BEHAVIOURAL / PERSONAL	<ol style="list-style-type: none"> 1. Organised – Ability to plan well ahead and map your projects in a systematic and easy to understand manner 2. Collaborative – Ability and desire to work effectively and flexibly with others as one team, 	



	<p>collaborating to achieve a shared vision and responding to the emerging needs of the charity and our supporters</p> <ol style="list-style-type: none">3. Dedicated – Display exemplary integrity in all aspects of work, allowing your passion to shine through and positively influence your colleagues and portfolio4. Ambitious – A determination and enthusiasm to work at pace, to improve your work and the work of those around you in order to enable improved outcomes for our charity. Demonstrating warmth, liveliness and positivity5. Confident – Showing and inspiring confidence in your representation of the charity to supporters. Relishing proposing ideas, carrying them out and bringing others on the journey with you through engaging verbal and written communication6. Attention to detail – Ability to create and deliver detailed and accurate work, identifying and addressing potential hurdles to success7. Cool head - Ability to work under pressure, spot and address potential hurdles to success, juggle workload/multi-task, set priorities and meet deadlines	
<p>MISC</p>	<ol style="list-style-type: none">1. Commitment to safeguarding and the welfare of children and young people2. Live the Noah's Ark culture and values of kindness, courage and excellence3. Ability to ensure that internal policies and procedures are complied with4. Enhanced Disclosure & Barring Service (DBS) check5. Willing to undergo immunisation checks and immunisations where applicable	



CHARITY BENEFITS

ANNUAL LEAVE

25 days, rising by a day after each completed year up to 30 days. We also offer the ability to buy or sell up to 5 days annual leave each year.

SEASON TICKET LOAN

An interest-free loan is available to all staff to purchase a season ticket.

LEARNING AND DEVELOPMENT

Each employee receives suitable training and development opportunities

PENSION

Provided by Aviva, with contributions up to 6% from employer

FLEXIBLE WORKING

Flexible working opportunities are available to staff dependent on the charity's needs.

LIFE ASSURANCE

Staff will receive Life Assurance (Death in Service) provided by Canada Life Group Insurance. The benefit basis is 4x annual salary.

PAID MEMBERSHIP TO BLUE LIGHT CARD

Staff will receive a Blue Light card membership giving discounts to a number of well-known brands and stores.

BIKE2WORK SCHEME

Salary sacrifice scheme offering the opportunity to purchase a bike and accessories, with tax free payments spread over a period of time.

SUBSIDISED CAFÉ

Freshly prepared hot and cold meals provided at The Ark daily at a subsidised rate.

STAFF REFERRAL SCHEME

Monetary incentive for staff when they successfully recommend a candidate for an open position.

HOW TO APPLY

Please send your completed application form to the HR team at hr@noahsarkhospice.org.uk.

The application form is available to download under the relevant vacancy at <https://www.noahsarkhospice.org.uk/work-with-us>.

If you would like to have a confidential discussion about this role, please email the HR Team at hr@noahsarkhospice.org.uk or call 020 8449 8877.

We can't wait to
hear from you!



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info@noahsarkhospice.org.uk
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About Noah's Ark children's hospice



ABOUT NOAH'S ARK CHILDREN'S HOSPICE

Noah's Ark Children's hospice helps babies, children and young people who have life-limiting or life-threatening conditions, and their families, make the most of every day. We are here to enable those we support to enjoy life as children, rather than as patients, as families, not just as carers.

Our expert staff and trained volunteers provide clinical, emotional and practical support for families across north and central London and Herts Valley. We carefully adapt our support for every child and offer it wherever it is required - whether in their home, their community or at our state-of-the-art children's hospice building, The Ark, in Barnet.

THE ARK

Designed by families, for families, The Ark was opened in September 2019 by the Mayor of London. The Ark is a place of light and life, where you will find music, art, play and drama therapy; children blossoming in sensory and soft play rooms; and a fully accessible playground. The grounds offer wheelchair accessible outdoor experiences, including a Woodland Walk through a 7-acre nature reserve and a sensory walkway. At The Ark we are able to provide Specialist Care and Nursing for babies, children and young people, supporting their full clinical, emotional, social and practical needs. We have created a space where children who are seriously unwell are accepted as they are, safe to play, explore, express themselves and build confidence.

OUR VALUES

Our values capture who we are, and what we expect from staff and volunteers. They are the 'Noah's Ark way', and are reflected in everything we do.



KINDNESS

- We show compassion and empathy in all our interactions
- We put the child and family at the heart of all we do
- We are considerate: act thoughtfully and behave with integrity
- We go above and beyond
- We embrace diversity
- We create precious moments for children and their families
- We actively promote good mental health and look after our team
- We do not judge others for their differences



EXCELLENCE

- We are exacting and passionate about our mission
- Our expert and dedicated team is tenacious and solution focused
- We are pioneering, creative and adaptable
- We collaborate and build partnerships
- We listen and learn
- We are considered and reflective
- We plan and grow responsively and responsibly
- We invest in our people



COURAGE

- We are strong and ambitious in all we do
- We challenge the status quo, making bold resilience and aim to empower
- We help families and each other build resilience and aim to empower
- We act with candour and integrity
- We reach out to people in very difficult circumstances
- We do not shy away from making hard decisions or from challenging situations
- We are not afraid to ask for help

INVESTING IN FUNDRAISING & COMMUNICATIONS STATEMENT

At Noah's Ark Children's Hospice we are undertaking a major investment in our fundraising marketing & Communications capability. The team will grow from 13 posts to 20 over the next few months.



The charity has an enviable record in raising funds from philanthropy and trusts, but aims to diversify income by growing public fundraising, in particular community fundraising and regular giving. The majority of the investment is aimed at increasing capacity across all three sub-teams (Philanthropy & Partnerships, Public Fundraising, Marketing & Communications) but there is also a need to add to our skills base, for example, in media and public relations.

While the charity has existed since 1999 and had provided services in the community since 2006, Noah's Ark really got going in 2020 when its first hospice building was completed. This followed a major capital appeal which raised over £10m and benefited from many millions of pounds worth of gifts in kind and corporate donations. The end result is probably the most advanced children's hospice building in the UK. A truly state of the art facility, which creates a wonderful light and airy space for the families who use our services and a fantastic working environment for all staff. The building is on the edge of Barnet and is placed within a 7.5 acre nature reserve, ideal for lunchtime walks. Our team has the advantage of working in the same building as colleagues delivering care, creating strong cross-team collaboration. Go to our homepage and you can take a [virtual tour](#) of The Ark.

The charity has seen a steady increase in annual income over recent years, with a target for 2023/24 of £4.1m. Around 75% of our income is expected to come from Philanthropy, Trusts and Corporate Partners, with the remaining coming from public fundraising. Like many children's hospices, our income from statutory sources is very low at less than 10%. A key component to our fundraising strategy is matched funding in the form of a 72 hr campaign which takes place each autumn and raises over £1m. Pledges from major donors and trusts are matched against donations from the public and community groups, over a set period of time.

Our Marketing & Communications (MarComms) team will double in size from two to four. With current resourcing, the team have been highly successful, implementing an energetic new brand, increasing followers on social media to over 17,000 and gaining major coverage for our [nurse recruitment campaign](#). We are very fortunate to have many partnerships with top-tier creative and media agencies, providing support on a pro bono basis.

The charity has, in recent years, won numerous awards, including, most recently the PR Week Purpose Award for best fundraising campaign. But our best days are still ahead of us. We'd look forward to meeting ambitious fundraisers and MarComms specialists, interested in applying their skills at the next level.

Watch our 'From that Moment' campaign film [here](#).

Quotes from current team members

"Noah's Ark is an amazing place to work. The Ark is full of fun, laughter and smiles and it's a joy to see the impact of our work around us every day."

"Having worked for Noah's Ark for over 14 years, I have first-hand seen the difference the charity has made in the local community. I love being part of a passionate, committed and creative team and look forward to welcoming new team members and supporting their career development at Noah's Ark."

"I joined Noah's Ark because I felt their values aligned with my own, in particular challenging conventional thinking and attitudes, and treating you with compassion and empathy. The values of any organisation should reflect its culture and that is very true of Noah's Ark."

"It is very humbling to work alongside our dedicated nurses and other care staff and to get to know the families we support. At the end of each day, you certainly know you are making a big difference in the lives of families in the direst of situations."

"The best thing about working at Noah's Ark is how close you are to the cause, you really feel like you are making a difference."



"Working at Noah's Ark has been fantastic. Not only do I enjoy working with diverse community groups but I also have the opportunity to see first-hand the impact my work has for our service users, whilst working in a team that values my skills and is invested in my development. Being based on a nature reserve has also been fantastic for my wellbeing."

"I'm incredibly proud to have been part of the Noah's Ark Fundraising team for over nine years, after being introduced to the charity by our one and only nurse at the time. This nurse is now our Director of Care and leads a team of soon-to-be 20 other nurses! My experience of Noah's Ark is a wholly positive one for lots of reasons, including our Senior Leadership Team who fill me with confidence in their ability and passion for leading the charity successfully every day; seeing the impact of our incredible care delivery first-hand; the opportunities that have been afforded to me to progress and because Noah's Ark has become more than a job for me – it's a lifestyle choice. For anyone considering applying to join the team, I really hope this inspires you to go ahead!"