



Job Description

Job Title **Senior Philanthropy Manager**

Responsible to: **Associate Director of Partnerships & Philanthropy**

Responsible for: **Line management of a team of 4**

Department: **Partnerships & Philanthropy**

External contacts: **Donors, Prospects, the Development Board, Roundhouse Board, Gala Committee**

About the Roundhouse

The Roundhouse is a Grade II listed independent performance and gig venue and is widely considered to be one of the UK's best places to perform in and experience live music.

More than this, we are the UK's leading Creative Centre for young people with 24 dedicated on-site music studios for young people aged 11-25, and a wide range of programmes and activities running throughout the year. Our programmes are embedded in the grounding principles of youth work and focus on young people's creative potential. Through this, we develop their confidence and skills to enable them to transition successfully into adulthood and into work.

Following a successful capital appeal, we opened our new space Roundhouse Works in 2023, enabling us to support freelancers and creative entrepreneurs aged 18-30.

The Roundhouse has built a successful mixed economy business model that enables us to deliver a high-profile and high-quality artistic programme as well as a sector-leading creative programme for young people.

Roundhouse operates a mixed-economy model of earned commercial income - ticket sales, venue hire, bar and restaurant sales – and fundraising, which requires us to fundraise around £3 million a year (in addition to Arts Council England support) to enable our work with young people.

The Role

This role sits at the heart of an ambitious, creative and successful Partnerships & Philanthropy team which covers Philanthropy, Corporate Partnerships, and Events. The role will be responsible for delivering an ambitious Philanthropy programme raising funds from individuals as well as Trusts & Foundations. It will also oversee our Arts Council England funding.

The Philanthropy team of five people is made up of two areas: Trusts & Foundations (who are also responsible for our Arts Council England funding), and Major Donors (who also manage our lower-level Legend, and our Entrepreneurs Circle).

Job Purpose

The role will lead and energise a philanthropy programme at the Roundhouse, cultivating and soliciting five and six-figure gifts from high-net-worth individuals and trusts and foundations, equating to £650k and £500k respectively in 2024/25. They will also oversee our Arts Council England Funding of c.£1m p.a., and our lower-level Legend individual donors at c.£50k p.a. Experience of Arts Council Funding is not essential.

The role will influence internally to create compelling fundraising packages and negotiate externally to maximise gift opportunities.

The successful candidate will have the ability to lead and inspire others to achieve success as a team. This includes overseeing a programme that delivers a high level of customer service to supporters through cultivation and stewardship events, and communications and grows income through considered approaches and high-quality applications.

Duties and Responsibilities

Leadership

- Lead the Philanthropy team to achieve ambitious targets and growth, ensuring they are supported in their training & development.
- Lead the Entrepreneurs Circle to ensure our major donors membership is engaged with the Roundhouse and utilise their skills and expertise to support our young creatives.
- Working with the Associate Director of Partnerships & Philanthropy and the Director of Partnerships & Impact, play a key role with our Development Board to utilise their networks and contacts to secure new funding.
- Work with the wider Philanthropy and Partnerships team to support the strategy in the context of achieving the team's and charity's overall objectives and targets.
- Line manage the Major Donor Manager and the Trusts & Statutory Manager, ensuring they are well supported with personal and team objectives, and personal development.

Planning & strategy

- Lead with the Associate Director of Partnerships & Philanthropy on creating an ambitious major donor strategy and annual activity plans for philanthropy.
- Lead on developing prospect pipelines for Philanthropy and creating strategic and tailored cultivation plans.

- Lead on creating and implementing an effective stewardship plan to ensure timely contact and engagement with prospects and donors.
- Collaborate with colleagues to develop a data-led approach to identifying prospects through the ticketing database (Tessitura).
- Set and achieve KPIs for new donor engagement and for retention and renewal of gifts from major donors and trusts.
- Lead on the Philanthropy reporting process to create timely and accurate reports of activity and identified risks against income and expenditure budgets.

Internal & External Relationships

- Maximise engagement with major donor individuals and Entrepreneurs Circle members (£10k and above) and with trusts and foundations donors to deliver budgeted income and to proactively solicit multi-year high value gifts.
- Personally deliver, and coordinate others to deliver, well-planned, meaningful in-person and virtual meetings and other engagement opportunities as part of your cultivation and stewardship plans.
- Work with the Trusts & Statutory Manager and Associate Director of Partnerships & Philanthropy to manage our ACE funding ensuring that timely and accurate reporting is provided to the funder.
- Develop strong relationships with key internal stakeholders, ensuring in-depth knowledge of Roundhouse programmes for young people, and influencing effectively to secure favourable outcomes for the charity.
- Work with the Events Manager and Philanthropy & Events Co-ordinator to create and deliver a successful programme of cultivation and stewardship events.
- With the Associate Director of Development, ensure effective impact reporting is carried out according to individual requirements.
- Ensure all relationship management is recorded on our Tess database in a timely and appropriate manner in line with General Data Protection Regulation and best practice.

Other

- Ensure the Roundhouse is maximising Gift Aid opportunities.
- Deputise for the Associate Director of Partnerships & Philanthropy as appropriate.
- Keep up to date with fundraising sector trends and how they can be applied to our work.
- To be committed to putting young people at the heart of everything we do.
- To promote and comply with current legislation and the Roundhouses policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of the Roundhouse.
- To undertake any other reasonable duties commensurate with the role.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the role and the organisation.

Person Specification	Essential (E) or Desirable (D)
This post will be subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS).	
Experience and knowledge	
Proven success of securing five and six-figure gifts from major donors and managing their relationships	E
Proven success of securing significant funds from Trusts & Foundations and managing their relationships	E
Demonstrable experience of developing and growing a pipeline and managing relationships from cultivation to solicitation and stewardship	E
Proven success of identifying, recruiting, and managing Senior Volunteers	E
Excellent interpersonal and communication skills, evidenced by close, successful relationships with donors, board members, VIPs, stakeholders and senior volunteers	E
Strong and effective written skills evidenced in compelling and successful proposals and impact reports, and communications with donors	E
Experience of developing and implementing Philanthropy strategies	E
Experience of team management	E
A good understanding of charity legislation and GDPR in relation to philanthropy fundraising	E
Experience of using prospect management tools and databases	E
Experience of using Tess database	D
A commitment to the Roundhouse vision and values	E
Key competencies	
Highly proactive and self-sufficient	E
Excellent organisational skills and attention to detail	E

Able to problem solve, adaptable, flexible and able to cope with uncertainty and change	E
Highly numerate with the ability to understand and interpret budgets and financial reports	E
Strong leadership skills with the ability to inspire others	E
Ability to negotiate and influence	E
Thrives in a fast-paced, target-driven environment	E

Conditions of service

Salary	£50,500 per annum
Contract Type	Permanent
Hours of work	Full-time - 40hrs per week
Location	Hybrid working, with home-working and a minimum of 3 days per week in our Chalk Farm office.
Benefits	<ul style="list-style-type: none"> ● 25 days holiday per year ● Pension scheme ● Cycle to Work and Tech Scheme ● Season ticket loan ● Employee Assistance Programme ● Health Cash Plan ● Group Life Assurance ● National Arts Pass ● Staff discount at our bar and café ● Complimentary staff tickets
Notice Period	3 months