

Philanthropy Officer

Recruitment Pack



**12-year-old wheelchair user Shamilla, smiling alongside her teacher Hajarah at a CBM-supported inclusive school in Uganda.
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Who we are

Too many people face poverty and isolation, denied the chance to go to school or earn and living, just because they have a disability. CBM works in the world's poorest places to prevent blindness, improve health and transform the lives of people with disabilities.

For more than 110 years, since our founder Ernst Christoffel started working with children with disabilities in Turkey and Iran, we've been reaching out to those whom others leave behind. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

With 45 UK staff, we're part of a Global Federation working in 48 countries. This is a truly exciting time to join us at the start of our ambitious new 'Breaking Barriers' UK strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We challenge injustice

We strive to build a just and equitable world in which all people are included, loved, valued and respected. We serve those in greatest need, regardless of race, gender, age or religious belief.

We make every action count

We focus our efforts on bringing about tangible change in the lives of those whom others leave behind.

We embrace partnership

We can achieve more when we work with others. We value everyone's unique contribution.

We live with integrity

We live responsibly and with honesty.

About the role

Place of work:	Munro House, Mercers Row, Cambridge, CB5 8HY (with up to 50% working from home optional).
Starting salary:	£25,650-£27,210 (depending on experience)
Contract type:	37.5 hours per week full-time (up to 80% FTE considered)
Reports to:	Head of Philanthropy & Partnerships

Purpose

This is an exciting time at CBM UK, as we continue to grow and develop our philanthropic fundraising. To help us achieve our ambitious long-term goals we are looking for a passionate, energetic individual to be part of our Philanthropy & Partnerships Team.

This vital role will work alongside the Head of Philanthropy & Partnerships and our Senior Officer for Trusts & Foundations. You'll be joining us as we look to build our philanthropic partnerships over the next five years and beyond. You will be involved in identifying and researching new donors and cultivating relationships with legacy prospects, major donors, trusts and foundations, contributing to an annual income of around £9m. You'll be part of a dynamic & highly skilled Fundraising and Communications team of 20, dedicated to inspiring people in the UK to help transform lives in some of the world's poorest places.

Responsibilities and areas of work

The important role will identify new high-level donors, as well as developing our existing relationships with our wonderful and generous supporters. Working closely with the Head of Philanthropy & Partnerships, the Philanthropy Officer has a focus on the delivery of our relational approach to our major donor & trust portfolio and legacy fundraising programme. You will also have a key role in researching prospective donors, as well as organising online and face to face events programme.

1. Legacy fundraising

Ensuring that there is continuing legacy promotion, including organising legacy events (online and face to face). Working with our legacy partners, Guardian Angel and the National Free Will Network. Making legacy phone calls and working with our Supporter Growth Team to ensure that CBM UK's legacy fundraising and marketing approach is cohesive.

2. Major Donors

- i) Researching and prospecting individuals for our major donor programme, working with our Senior Officer for Major Donors (on maternity leave until September 2022).
- ii) Utilising and maintaining our database (Salesforce), as well as communicating across phone, online and face-face engagements.

- iii) Event and face to face to meetings. Organising face to face and online meetings that are specifically aimed at CBM UK's high-level donor programmes.
- iv) Where needed, writing proposals to present opportunities for supporters to engage with areas of interest and delivering thanking and reporting updates. Monitor the activity of related organisations and the fundraising sector, identifying changes, predicting trends and making recommendations as necessary.

3. Trusts and Foundations

- i) Working with our Senior Officer for Trusts and Foundations to research prospective trust, foundations, and other high-level philanthropic organisational partners.

4. Other

- i) Arranging regular meetings of and supporting communication within the Philanthropy & Partnerships Team.
- ii) Help develop a culture of enthusiasm and success, reflecting the ambitions of CBM. Play an active role across CBM, promoting positive working and innovation. Seek to improve working practice. Ensure that the values of CBM UK are understood by external partners and always reflected in communications.
- iii) Occasional travel throughout the UK, including out of normal office working hours.
- iv) Carry out any other duties as required by the Head of Philanthropy & Partnerships and Director of Fundraising & Communications.

Person specification

Education/qualifications

- Ideally educated to at least A level, or similar.

Skills/competencies/personal qualities

- Excellent organisational skills, with the ability to prioritise multiple tasks to ensure deadlines are met and manage complex projects. Able to plan, work strategically and under pressure. A completer finisher.
- Excellent communication skills. Able to understand complex reports and present them in a supporter-facing context, both verbally and in writing. Able to communicate effectively, clearly and diplomatically both verbally and in writing in group and one to one settings. Excellent English language skills. Negotiating skills.
- Ability to understand and contribute to budgetary planning.
- Understanding and appreciation of different supporter motivations, triggers for giving, values and beliefs.

- Robust, 'can-do' attitude that thrives on challenges. Target driven.
- Adept in MS Office, including good working knowledge of Word and Excel.
- Fully committed to the core values and mission of CBM UK

Experience and knowledge

- Ideally, experience of the charity sector in a fundraising environment.
- A passion/interest in International Development and/or disability sectors.

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most role.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake fully paid study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 7%.
- Group Life Assurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app).
- Free annual eye tests.
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service.
- Bike to work scheme.

Useful Information

Working with a supportive, flexible employer

CBM UK is currently located in Cambridge, and this will be your location and contract base. The wellbeing of our team is central to how we work: we encourage a healthy work-life balance, offer flexi-time and up to 50% working from home. Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully-paid training or study.

We're an organisation based on Christian values welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued and respected. We do not proselytise and we work with partners of all faiths and none according to the greatest need.

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBM UK is an equal opportunities, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality. Should you have a disability and require any additional support, please contact us at recruitment@cbmuk.org.uk.

Employment Checks

We are unable to provide sponsorship for this post. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK. All offers of employment are made subject to: proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we only accept CVs when accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our website: www.cbmuk.org.uk

We encourage those who may be interested in the position to initially contact us for an informal chat, as we'd love to tell you more about this exciting role, to answer any questions and to find out a little more about you. Please email recruitment@cbmuk.org.uk or call us on 01223 484700.

Application forms can be downloaded from: www.cbmuk.org.uk/get-involved/work-for-us/
Please email your completed form and CV to recruitment@cbmuk.org.uk

Closing date for applications 9am, Monday 6th June.

Interviews planned for Tuesday 14th & Wednesday 15th June, with some flexibility should candidates be unavailable on those dates.

We look forward to receiving your application