



# Save the Children

## INTRODUCTION

### Save the Children

At Save the Children, we work in more than 120 countries. We save children's lives. We fight for their rights. We help them fulfil their potential. Our vision is a world in which every child attains the right to survival, protection, development and participation – a better life now and in the future.

The Major Donor Account Manager position is an exciting opportunity to be part of a leading fundraising team in the sector. Working with some of the UK's most influential major donors as well as the opportunity to work alongside inspiring field staff from across the globe and our high profile and celebrity ambassadors. There will be opportunities to travel and visit Save the Children's work internationally as well as in the UK and you will have access to excellent personalised learning and development opportunities, including Save the Children's Fundraising Academy.



You would be joining the organization at a pivotal time. In recent years, together, we have made dramatic progress for children from helping reduce the number of preventable child deaths from 12 million in 1990 to 6.6 million in 2013 to helping an additional 56 million children enroll in primary school between 1999 and 2009.

However, we have so much more to do. Every year more than one million newborn babies die on their first day, there are still 75 million primary school age children who do not go to school and every hour of every day 260 children die because they can't get the food they need. We're also seeing more emergencies around the world than ever before. While some make the headlines other are forgotten, but in every crisis children suffer the most. Last year we responded to 119 emergencies in 48 countries. Our work in the UK also continues to be a priority, with more than one in four children living in poverty on our own doorsteps.

*Watta, 1 day old, lies in her mother's arms in Peters Town Clinic. Her mother walked for 7 hours to use the Maternal Waiting Room ahead of Watta's birth. Save the Children support several Maternal Waiting Rooms in rural communities in Liberia to ensure that expecting mothers have access to the essential care needed for a safe delivery.*

The funds we raise from the general public, companies and philanthropists have grown substantially from £85 million in 2010 to over £130 million in 2013. But it doesn't stop there; we are determined to create new relationships and develop existing ones to build significant levels of support to transform children's lives in the UK and around the world.

We're now over half way through our organisational roadmap, Ambition 2015. It sets out how we will dramatically increase our impact for children and accelerate change towards our vision: to be the generation to end children dying of hunger and preventable illnesses, and to ensure that all children get a chance to fulfil their potential. So far we've made significant progress towards these goals.

We've increased our reach from 8.5 million children in 2011 to 15 million children in 2013. Our total income in the UK grew to £322 million in 2013. We recently joined forces with Merlin to help build our frontline health capacity, reaching millions of children and their families in East Africa, Central African Republic, Democratic Republic of Congo, Syria and the Philippines.

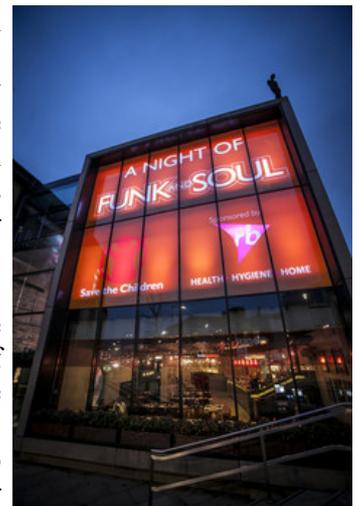


*Save the Children emergency teams distribute life-saving aid packages to people living in an evacuation centre in Tacloban, Philippines, one of the towns destroyed by typhoon Haiyan.*

## The Philanthropy Team

Philanthropists are a vital part of Save the Children's future in terms of both giving and influence. Our loyal donors already include leaders from the business, media and financial world. Whilst many of our philanthropists are already increasingly engaged in our cause including both our work with children in the UK and overseas; we believe that building on this success we can deliver so much more for children around the world. In 2013, support from Philanthropists increased by 92%. We want to capitalise on this success and continue to build our high performing team for 2014 and beyond.

We have built a strong team of major gift fundraisers who each develop, cultivate and steward a portfolio of existing and new philanthropists through a variety of personalised and creative approaches, providing the highest quality of experience and donor journey and raising income, focusing for our highest priorities. Alongside our major gift fundraisers we also have our high value fundraisers who build and manage relationships with our high value donor base, raising income for our Children's Emergency Fund and Capital Appeals whilst also ensuring a tailored and engaging donor journey for our supporters.



*A Night of Funk & Soul, Camden Roundhouse, March 2013*



*Summer Tea Party, in attendance of Save the Children's President HRH The Princess Royal, May 2013*

We also have an expert and dedicated Special Events Team who create and deliver a portfolio of fundraising, beneficiary and stewardship events to attract, engage and inspire philanthropists and corporate partners. Two key fundraising events in the calendar are our "Night of..." music event series and our Secret Winter Gala, both run with support from influential volunteer committees. We also have an active events calendar including our Summer Tea Party, where our President, HRH The Princess Royal, has the opportunity to meet and thank our most valued supporters.

Together, the major gift and high value fundraisers and Special Events cultivate, grow and steward relationships, contacts and networks of the highest value, ensuring a tailored, inspiring and personalised journey with Save the Children.

## JOB PROFILE

<b>JOB TITLE</b>	Account Manager, Philanthropy Team
<b>PLACE OF WORK</b>	Farringdon, London
<b>GRADE</b>	4
<b>LINE MANAGEMENT RESPONSIBILITY</b>	No
<b>REPORTS TO</b>	Senior Manager, Philanthropy Team
<b>SALARY</b>	Circa £30,000
<b>TRAVEL</b>	Yes – some UK and international travel will be required

**Role Purpose:**

Through creative and high quality cultivation, relationship management and stewardship the Account Manager will manage their own portfolio of between 100 and 120 existing and new relationships with a focus on securing gifts in excess of £25,000. The post holder will also provide relationship management support to some of Save the Children's most influential and valued donors working closely with Executive Directors and Trustees.

The account manager will work with the major donor and high value fundraisers and Special Events team to contribute to the overall strategy and success of the Philanthropy Team from networking at Fundraising Galas to producing high quality reports and presentations for donors on Save the Children's work to representing the Philanthropy Team internally and externally.

**Key Accountabilities:**

- Managing a portfolio of between 100 and 120 existing and new donors, trusts and foundations through a variety of personalised and creative approaches, including through face to face meetings, phone calls, events and written and oral communications; raising income to meet agreed targets with a focus on gifts in excess of £25,000
- To actively drive new business, working closely with the Prospect Research Team to identify and evaluate, new donors to Save the Children utilising a wide range of methods including developing peer-to-peer networks; giving clubs and circles; events and networking
- Developing and implementing strategic, creative and bespoke donor plans to engage and steward donors working closely with the Programme Engagement and Global Programmes Teams
- Creating and managing stewardship and recognition opportunities to consolidate relationships and ensure that Save the Children's stewardship is of the highest standard in the sector
- Producing high quality written proposals and making verbal presentations tailored specifically to inspire and captivate donors
- Providing high quality and efficient relationship management and stewardship support to the Director of Philanthropy and Director of Fundraising
- To participate and maximise opportunities for collaborative success in the Philanthropy team; this includes inputting ideas into the Philanthropy Strategy, actively seeking ways to continually improve the donor journey and experience, working closely with Special Events team to support the development and implementation of cultivation, stewardship and fundraising events
- To work across the organisation with colleagues, including the Corporate, Individual Giving & Legacies, UK, Global and Emergencies teams to help build an understanding of private giving and to ensure opportunities to develop relationships and achieve objectives are maximised
- To contribute to the high standards of professionalism and overall efficiency and effectiveness of the Philanthropy Team through;
  - Maintaining electronic records of donors, in compliance with data protection legislation
  - Reporting against income and expenditure budgets and key performance indicators
  - Providing expert insight and guidance on Philanthropy to the rest of the organisation
- Acting as an ambassador for the Philanthropy Team and the charity as a whole, both internally and externally.

## **Person Specification:**

### **Technical Skills:**

- Experience of building and managing personal relationships with high net worth individuals and/or senior stake holders and/or influential individuals.
- Implementation experience of the principles of major gift fundraising, including identification, research, cultivation, solicitation and stewardship of major donors or equivalent experience in a commercial environment.
- Proven experience of producing high quality written communication materials, taking detailed and complex information and producing concise and engaging materials.
- Proven track record of delivering against agreed targets, timescales and objectives.
- Experience of managing multiple projects and working with internal and external stakeholders to achieve goals.
- Computer literate: ability to undertake word processing and to access and update databases. Proficient in Microsoft Office.

### **Person skills:**

- Exceptional written communication skills - ability to write a cogent and compelling case for support and produce written documents that are inspiring, concise and informative.
- Exceptional oral communication skills - ability to present and speak with confidence, clarity and passion on complex issues to senior stakeholders.
- Exceptional influencing skills with the ability to be credible and persuasive at all levels internally and externally.
- Tenacious, driven and self-motivated approach with a can-do attitude.
- Outstanding interpersonal skills – ability to discover an individual's interests, build rapport and trust.
- Ability to work in a fast-paced and at times high-pressured environment.

### **Desirable:**

- Experience of soliciting gifts in excess of £10,000 from high net worth individuals or other transferable experience of securing new business in a commercial environment.
- Good knowledge of development and humanitarian issues.
- Previous experience in working in the not for profit sector.
- Related post-graduate qualification / fundraising diploma.

### **Key Competencies:**

- Communicating with Impact
- Networking
- Delivering Results
- Working effectively with others

**Child Safeguarding Level 1** - the post may have limited and infrequent access to children or to sensitive data on children, and is therefore classified as a Level 1 position. A Disclosure and Barring Service (DBS) standard check or equivalent overseas police check will be obtained for employees at this level. As the post is covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974, any spent or unspent criminal convictions will be considered when considering suitability for the role.