

<b>Army Benevolent Fund Philanthropy Executive</b>	<b>Direction from:</b>  <b>Assistant Director Individual Giving &amp; Philanthropy</b>  <b>Link to:</b> <b>Finance, Database, DGW, Comms, CE, Regions</b>	<b>Primarily reports to:</b>  <b>Philanthropy Manager</b>  <b>Reviewed:</b> Nov 23
Full time 35 hours per week, based in London Office	<b>Direct Reports:</b>  <b>None</b>	

### **Primary Roles:**

- Working with the Philanthropy Manager to help deliver the Trust and Major Donor programme, with assistance from the Philanthropy Assistant.
- Provide high quality and timely research into prospects for all areas of philanthropy.
- Secure funds from small and mid-level trusts, managing own portfolio of donors and income targets.
- Contribute to the ongoing communications programme for small Trust mailings.
- Attend stewardship and cultivation events/ meetings.
- Maintaining accurate and up to date supporter records.
- To raise awareness of the work of the Army Benevolent Fund.

### **Job Specification:**

- Develop small and mid-level trust applications, including research, cultivation, and application.
- Identify and research prospective Trusts and Foundations for this portfolio, building a strong pipeline of potential supporters.
- Support the Philanthropy Manager to research, cultivate and develop Major Donor Programme.
- Identify opportunities to add value to existing donors and increase income through strategic account development plans, working with the Philanthropy Manager.
- Work with the Individual Giving and Philanthropy Assistant in processing and keeping accurate records of Trusts and Major Donor income and expenditure on behalf of the team and thanking donors.
- Support the Philanthropy Manager with major funding partnerships when required.
- Support the Philanthropy Manager to research prospective Trusts and Major Donors to compile a list of suitable prospects to approach, recording results and presenting output in a logical manner as required.

- Assist the Philanthropy Manager on Major Donor projects as directed, including cultivation events, research and other activities as required.
- To liaise with Welfare and Grants team and other colleagues to ensure that accurate information is available for reports and applications.
- Working with team in implementing procedures and processes to ensure accurate batching of all income and efficient working practices.
- Work with members of the IG&P Team on cultivation and fundraising events.
- Ensure all process documentation is kept up to date.
- Undertake other administrative duties relating to team activity as directed by the Philanthropy Manager

### **Person Specification**

- A good standard of education.
- An understanding of general fundraising principles and good practice.
- Experience of trusts, corporate or major donor fundraising.
- Knowledge of office administration systems.
- A knowledge of CRM databases, data entry and financial processing
- A sound understanding of the importance of good customer care.
- The ability to communicate effectively both orally and in writing, using correct and appropriate language, grammar, organisation and structure.
- Strong attention to detail.
- Methodical and analytical approach to financial processing & resolving administrative issues.
- Ability to use initiative, and demonstrate self-motivation and self-management.
- Excellent investigative and problem-solving skills.
- Effective time management.
- Ability to build good relationships with other team members and internal & external contacts

**Agreed by: CE**

**Date:**

**Published Date:**