



LOVE WITHOUT LIMITS



Edinburgh

Dog & Cat

Home

Philanthropy & Partnerships Manager

Application Pack





WHO WE ARE

Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves, and we get our claws into our cause.

OUR MISSION

Sometimes caring for dogs and cats in the unconditional way they love us means taking them in, but sometimes, dog and cat rescue means keeping them exactly where they are. If a pet already has a loving home, we want to keep them there whenever possible.

This sometimes means helping out owners whose circumstances have changed through our Pet Foodbanks or by raising awareness of pet poverty to support lasting change. So rather than take them in and help them find a new home, we want to keep them where they're already loved.

We're a small but dedicated team united by our unconditional love of animals and our dedication towards their care, whatever it takes.



PURPOSE OF ROLE

The Philanthropy and Partnerships Manager will identify, cultivate and steward a pipeline of opportunities that deliver impact and income for the Home through partnerships and philanthropists who share Edinburgh Dog and Cat Home's mission to protect loving homes, find loving homes and run our loving Home.

KEY RESPONSIBILITIES

Animal Welfare

- **You will have occasional contact with animals and pet owners who use our services as part of your role, so you must feel comfortable working with dogs and cats and have an understanding of and empathy for animal welfare and tackling pet poverty**

Department Relationships

- **Working with the Head of Fundraising, Director of Income and Engagement, and fundraising colleagues, contribute to the ongoing development of the Home's fundraising strategy making recommendations as appropriate.**
- **Management of the Grants and Trusts Officer to support them to deliver income targets in this area.**
- **Work collaboratively with the communications team to develop marketing and communications support for your area of fundraising.**
- **Working with the senior leadership team and trustees to engage their networks and determine appropriate stewardship**
- **Work with the Volunteer Coordinator to recruit, train and manage fundraising volunteers for your line of work.**

KEY RESPONSIBILITIES

Major Gifts

- **Develop and implement a major giving strategy, stewarding existing major donors, and identifying and engaging new philanthropists with our work.**
- **Develop a pipeline of opportunities and steward them through the pipeline to secure five figure gifts**
- **Provide exceptional relationship management and execute tailored cultivation and stewardship plans for existing and prospective donors**
- **Deliver a series of stewardship and cultivation events**
- **Work closely with the comms team to develop appropriate prospecting and stewardship communications**
- **Provide support and guidance to senior colleagues and Trustees with the management of high value relationships and ensure key relationships are stewarded by the most appropriate member of the Home's staff or board.**

Corporate Fundraising and Partnerships

- **Develop a corporate fundraising and partnerships strategy, standardising our partnerships programme, grow and manage a pipeline of opportunities that deliver impact and income for the Home across a range of sectors and partnership types.**

KEY RESPONSIBILITIES

Corporate Fundraising and Partnerships (continued)

- **Securing new corporate partners, fundraising and growing income from existing and new relationships, secure sponsorship and in-kind support, and attend regular networking events.**
- **Effectively manage multiple relationships with companies and organisations through targeted approaches, prompt and powerful communication including cases for support, face-to-face meetings, pitches, presentations and effective asks.**
- **Research, prospecting, stewarding.**

Reporting, monitoring and budgeting

- **Meet agreed KPIs and income targets as directed by the Head of Fundraising, providing regular reports to the Head on key activities for the month and the performance of your department against your income streams, developing mitigation plans for income at risk in your areas of work.**
- **Oversee your departmental budget ensuring all activities achieve a good return on investment and are delivered within budget and achieve target income.**

KEY RESPONSIBILITIES

Reporting, monitoring and budgeting (continued)

- **Working closely with the Head of Fundraising, support the planning of the fundraising departmental budget in a timely manner.**
- **Utilise effective recording systems for information, monitoring and evaluating all fundraising activities for your income streams.**

Engagement

- **Facilitate site tours for prospective, new and existing major donors, philanthropists, and corporate supporters to maximise support and engagement for the Home.**
- **Regular attendance at external networking, engagement events and meetings to represent the Home's key messages and cases for support.**
- **Building and maintaining excellent relationships with supporters, major donors, partners, businesses, organisations, other charities, agencies, suppliers and supporters of the Home.**

KEY RESPONSIBILITIES

Communications

- **Working closely with the communications team to maximise promotional activities in relation to your income streams.**
- **Contribute to the Home's newsletter and email marketing to ensure fundraising activities and support are being represented accurately and consistently.**

Administration

- **Provide guidance and direction to the Home's business support team on areas relating to your department, working closely with the Business Support Manager.**
- **Create a suite of operational procedures to support the fundraising administration function for your income streams and to ensure a consistent and high-quality donor journey to maximise all income streams for the Home.**
- **Ensure CRM, Teams and other key administration and project management programmes are used by all in your department, according to best practice to ensure key data and projects are recorded in an accurate and timely manner.**

KEY RESPONSIBILITIES

Management

- **Provide line management, guidance, support and direction to the Grants and Trusts Officer and volunteers in your team, ensuring all fundraising activities and events are run professionally and meet agreed KPIs.**
- **Hold regular one-to-one support meetings with direct reports ensuring to provide direction and feedback and allowing a safe space for new ideas and creativity.**
- **Identify your team's training and support needs and plan and budget accordingly.**

Administration

- **Provide insight on philanthropic and partnership trends to the fundraising team, and SLT**
- **Keep abreast of current sector specific legislation and best practice, sharing knowledge with colleagues as appropriate.**
- **Keep track of competitor activity and new ideas in the fundraising sector to develop new fundraising ideas for the Home.**

KEY RESPONSIBILITIES

Other Duties

- **Provide insight on philanthropic and partnership trends to the fundraising team, and SLT**
- **Keep abreast of current sector specific legislation and best practice, sharing knowledge with colleagues as appropriate.**
- **Keep track of competitor activity and new ideas in the fundraising sector to develop new fundraising ideas for the Home.**

PERSON SPECIFICATION

	Essential	Desired
Education & Training	<ul style="list-style-type: none">• IT literate in all Microsoft packages	<ul style="list-style-type: none">• Fundraising or business qualification
Experience	<ul style="list-style-type: none">• At least two years development experience, ideally in business development in the private or public sector, or a partnerships role within the third sector.• Proven track record in securing gifts of at least five figures from major donors or partners• Developing and maximising relationships at all levels for impact and income from partnerships and major donors.	<ul style="list-style-type: none">• Experience in animal welfare related fundraising.• Experience in developing and executing a fundraising strategy.• Grants and Trusts fundraising.• Building relationships and gaining support through LinkedIn

PERSON SPECIFICATION

Essential

Experience (continued)

- Compelling propositions and cases for support to secure support that generates income, and the preparation of reports to record impact for the donor / trust / partner.
- Major donor strategy development.
- Corporate or other partnership strategy development
- Line management.
- Managing and developing budgets.

PERSON SPECIFICATION

Skills & Knowledge

Essential

- Using LinkedIn to build networks and as a prospecting tool
- Exceptional oral and written communication skills
- Strong relationship management and stewardship skills
- The ability to spot opportunities, identify prospects needs and motivations, and match these with the priorities of EDCH
- Ability to negotiate and influence key stakeholders
- Networking skills that generate opportunities
- Outstanding organisational and project management skills.

Desired

- Experience with CRM systems
- Strong fundraising skills and knowledge

Personality

Essential

- Target driven, always looking for new opportunities and leads.
- A prolific networker and excellent relationship builder
- Driven by ambition to build partnerships that deliver impact and income.
- Confidence in making asks for support at the right time.
- Team player, with ability to motivate and lead with passion and determination.
- Confident, outgoing, approachable and positive.

Desired

- Interest and passion in welfare of dogs and cats

Other Requirements

- Fully computer literate with all Microsoft packages
- Willingness to travel regularly to meetings and conference with occasional overnight stays.
- Full driving license with access to own car

Additional Information

Full-time role, 35 hours per week (including some our of hours and weekends)

Salary £34,000

We offer hybrid working with the option to discuss flexible and compressed hours. You would be expected to work on site at the Home for at least one day per week, with the option of remote work for the rest of the week.

The Philanthropy and Partnerships Manager will report to the Head of Fundraising.

Staff Benefits:

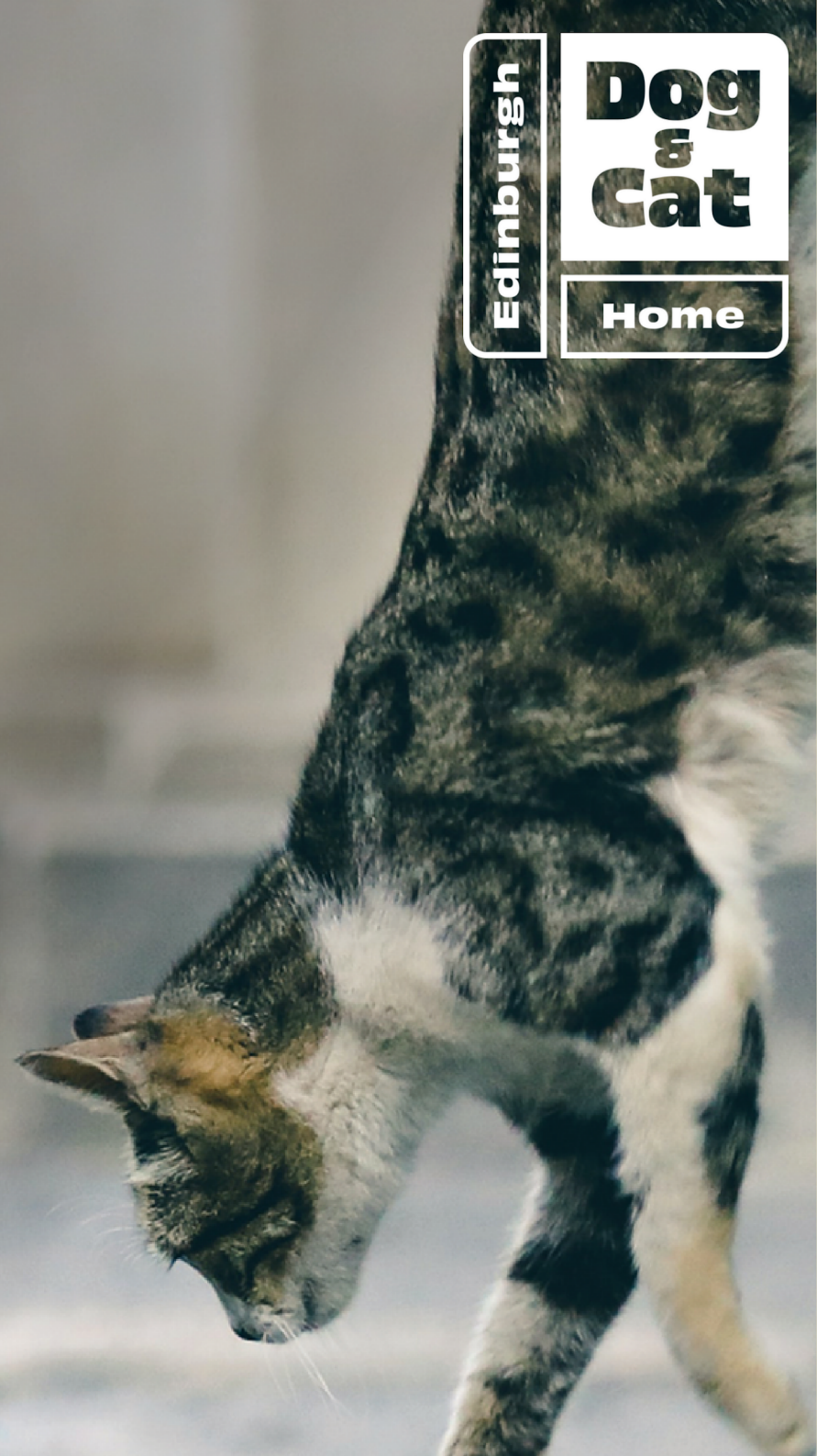
- **Enhanced holiday + bank holidays, increasing with length of service**
- **Life Insurance**
- **Enhanced maternity**
- **Generous pension scheme**
- **Employee Assistant Programme**
- **Staff wellbeing program**
- **Winter flu vaccinations**
- **Social team events**
- **Discounted pet insurance**
- **Charity worker discounts**

+Many more

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HOW TO APPLY

Submit your CV and a covering letter to recruitment@edch.org.uk by midnight on Tuesday 14th May 2024.