

# JOB DESCRIPTION

## Philanthropy Assistant

Part time 37.5 hours per week, Salary Grade 5, (£24,785 - £28,500pa), fixed term maternity cover contract – 9 months

**Accountable to:** Deputy CEO and Head of Partnerships & Programmes

Priorities of the post will be based on the Business Plan priorities and targets for philanthropy development.

**Key Relationships:** Chief Executive, Deputy CEO and Head of Partnerships and Programmes (HOPP), Finance Manager, SYFAB Team, Grants Team, Donors and Corporates, South Yorkshire's Giving Network (SYGN) members, Trustees, Patrons, Volunteers and Interns.

## JOB PURPOSE

To support the Deputy CEO and Head of Partnerships & Programmes (HOPP) to deliver an effective and efficient philanthropy service to our donors and other stakeholders. To effectively conduct meaningful research to provide evidence-based evaluation of specific projects delivered by the organisation and its wider impact to inform donors, communities and other stakeholders about SYCF's activities. To provide robust administrative support to the Deputy CEO & HOPP in managing and maintaining excellent relationships with South Yorkshire's Giving Network (SYGN) members and other donors.

[SYGN](#) is a network of like-minded businesses and individuals wanting to support their local communities and build a stronger South Yorkshire.

## KEY RESPONSIBILITIES

### 1) Philanthropy Services including SYGN

**Work with the Deputy CEO & HOPP to increase knowledge of donors about SYCF's activities, duties to include:**

- a) Provide robust and excellent administrative supporting the production of the annual donor reports
- b) Regularly update the pool of available case studies for donor reports
- c) Providing excellent administrative supporting Philanthropy events
- d) Supporting events as agreed by the SYGN priorities and the Deputy CEO & HOPP
- e) Support Future Funds committee meetings, administering minutes, providing administration to produce agendas, reports and action plans

**Working to support the Deputy CEO & HOPP, implement and support the SYGN recruitment campaign to target new members in line with SYGN priorities, duties to include:**

- a) Researching potential donors
- b) Provide administrative support and co-coordinating all SYGN activities, name badges, signing in sheets, joining instructions

- c) Producing letters, information packs and invitations to potential donors
- d) Keeping track of all existing, new and potential donors ensuring they receive an excellent service
- e) Support production of regular update reports for trustees and other stakeholders
- f) Develop ways in which all SYGN donors are kept up to date with current activities, e.g. newsletter, events, news flash, social media etc.
- g) Keep SYGN branding up to date
- h) Support with creating and printing all SYGN publicity
- i) Working with the Communications and Marketing Manager to ensure ongoing programme of publicity and promotion for SYGN, including recognition of new members using LinkedIn
- j) Support in producing presentations for events on SYGN
- k) Ensure the CRM system Salesforce database is kept up to date

## **2) Communications**

- a) To provide administrative support to the Deputy CEO & HOPP and the Communications & Marketing Manager on communications priorities for the Foundation
- b) Work with the Communications & Marketing Manager to support a social media strategy for philanthropy matters
- c) Update and produce social media materials for the Calendar of Awareness Days
- d) Ensure the SYGN's event are publicised and use Eventbrite for bookings

## **3) Research**

### **Duties to include:**

- a) On behalf of the Deputy CEO & HOPP conduct research of local businesses, business owners, high net worth individuals and potential donors to ensure SYCF's lead and opportunity lists can be created with the most up to date information
- b) Annually checking SYCF's Top100 list on Salesforce (CRM system)
- c) Researching and updating contact details where necessary; keeping Salesforce up to date

## **4) General Duties, to include:**

- a) As requested by the Deputy CEO & HOPP support student placements

**Salary and Conditions:** The job is likely to involve some travel within South Yorkshire area and sometimes beyond.

The post is full time, 37.5 hours, normally within office hours, but occasional evening work is necessary.

## **PERSON SPECIFICATION**

### ESSENTIAL

1. Excellent administration and organisational skills
2. Confidence in speaking and liaising with all levels and across all sectors
3. Highly motivated, with enthusiasm and determination

4. Excellent computer and administration skills, need to be largely self-servicing with experience of Word, Excel, PowerPoint and Outlook
5. Experience of developing presentations
6. Good time management and ability to balance competing priorities
7. Excellent communication skills (written and oral)
8. Able to use social media and other communication forms
9. Ability to manage own workload, project plan events and meet deadlines under pressure
10. Ability to use own initiative, but work well as part of a small team

#### DESIRABLE

1. Previous experience of working with donors
2. Event management
3. Use of Salesforce
4. Driver's licence, as travel across South Yorkshire will be necessary