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| **Senior Philanthropy Relationships Officer**  ***Grade E***  ***Contract: Permanent – Full time***  ***Office based*** | |
| **About SCIAF**  SCIAF is the official overseas aid and development agency of the Catholic Church in Scotland, established in 1965 to express the commitment and concern of the Scottish Catholic community towards poor and marginalised communities across the world. SCIAF’s core principles are built on Catholic Social Teaching (CST) and Integral Human Development (IHD – considers the whole person and all their needs, not just financial, but also physical, natural, social, psychological, spiritual and human).  Located in the Public Engagement Department, the Fundraising team plays a key role in developing opportunities for supporter engagement to achieve the growth plans set out in the Engagement Strategy and the wider 2021-25 strategic plan for SCIAF. Our ambition is to raise £50m over the strategic period from a mix of Philanthropy, Individual Giving, and Community Fundraising and the Board has set aside funds to invest in this ambition. Other teams in the PED include Campaigning, Development Education, Marketing & Communications, and Supporter Services (incl data analysis).  The Philanthropy team is being remodelled to include a Research & Trusts Fundraising Officer and a Relationships Senior Officer jointly focusing on increasing our knowledge of and relationships with major donors, trusts and foundations (including family charitable trusts), private corporate bodies and celebrity ambassadors to grow income to £1m p.a. by 2025. The team will work closely with the Institutional Funding team, based in the IHD Department and colleagues at our sister charities CAFOD and Trocaire. | |
| **Relevant SCIAF strategic objectives 2021-25** | **SCIAF Strategic Objectives 4: ACT, GIVE & 5: Funding**    Inspired by their faith and a greater understanding of the need, people in Scotland act, individually or in groups, to help more women and men who live in poverty, regardless of faith or background, through prayer, by campaigning and by giving their time and money to support SCIAF's mission.  We raise £50m (excluding emergencies) over the course of this strategy from individuals and the community.  **Outcomes**  4.2.1.1 Income from Individual Giving (including regular giving, ad-hoc giving, major donors and legacy marketing) is increased and culminates in long-term legacy income.  4.2.2.1 Our capacity to deliver our objectives is increased through voluntary activity.  5.1.3 We maintain our current levels of Institutional Funding (IF) and grow income from Trusts and Foundations.  **Our Approach**   * We will engage in relational and not transactional fundraising in line with best practice and the principles of the Chartered Institute of Fundraising. We will ensure our activities are reviewed with an external perspective so that we remain relevant to supporters and provide them with agency in their relationship with SCIAF. We will put structures in place to manage these relationships. * We will be ambitious in our mind-set and committed to increasing the depth and breadth of programme participants we support, by raising £50m (excluding emergencies) over the five years of the strategy. We will focus our actions on a 90-day cycle of plan, test/do, learn, repeat to meet this target. * We will work closely to deliver "The truth, well told" - powerful, emotional but dignified stories of programme participants - to inspire supporters to commit further to their relationship with SCIAF. * We will develop a SCIAF-wide volunteer recruitment strategy to attract new people to help in a variety of ways and deliver this across a variety of channels. * We will try to make use of all the talents offered to support our work, where possible developing new roles that meet the needs of volunteers and SCIAF. * We will give guidance to volunteers through clear role descriptions and support through volunteer management. * We will invest in our staff, volunteers and systems. |
| **Relevant Departmental strategic objectives** | * Identify potential sources of philanthropic income * Identify the volunteers with access and influence who will enable SCIAF to meet and cultivate the people with control of these assets and persuade them to support our mission * Work with IHDD to identify suitable projects and programmes for funding, likely to appeal to the identified interests of philanthropic donors * Deliver increased income from philanthropic sources, including cash and other assets, regular gifts and future legacies to meet an income target of £1m p.a. by the end of the strategic period |
| Overall purpose of role | To develop long-term relationships with major donors, trustees of family charitable trusts and other Trusts & Foundations in order to increase philanthropic income and meet financial targets; to seek out the volunteers with access and influence who will enable SCIAF to meet and cultivate the people who own or control this wealth; to ensure all donors are kept up to date with the progress of the projects they have funded; to develop and manage relationships with SCIAF brand ambassadors |
| Reporting line | Director of Public Engagement |
| **Direct reports** | Philanthropy Research & Trusts Fundraising Officer |
| **External contacts** | People with wealth  Trustees of charitable trusts and foundations  Volunteers with access and influence  SCIAF brand ambassadors (celebrities) |
| **Internal contacts** | The Director (CEO)  Members of the Board and SCIAF Committees  Institutional Funding/Compliance Adviser (IHDD)  Institutional Funding Admin Officer (IHDD)  Content Production Officer (Marketing & Comms)  Data Analysis team (Supporter Services) |
| **Key responsibilities** | **Operations:**   * Lead on the creation of a programme and associated KPIs and milestones to meet agreed financial targets for the Philanthropy team, in consultation with the Director of PED * Working with the Research Officer and Director of PED, identify philanthropy research projects * Develop long-term relationships with major donors, trustees of family charitable trusts and other Trusts & Foundations in order to deliver increased income from “Philanthropy” * Develop and manage relationships with SCIAF brand ambassadors (celebrities) * Seek out the volunteers with access and influence who will enable SCIAF to meet these people and persuade them to support our mission; work with these volunteers (and also the Director and Board members) to reach agreement with potential donors on donation levels * Liaising with the Research & Trusts Fundraising Officer, the Content Production Officer and with colleagues in IHDD, identify projects for funding through philanthropic relationships that meet the interests of potential philanthropic donors * Liaising with the Research & Trusts Fundraising Officer and the Content Production Officer, lead on creating bespoke written applications, proposals and reports, supported by other media, eg video * Liaising with the Research & Trusts Fundraising Officer, ensure all donors are kept up to date with the progress of the projects they have funded * Ensure all data is correctly recorded on Raisers Edge in line with our data policy and that this resource is fully used to drive philanthropic engagement and operational decision-making with support from the Data Analysis team as required * Use the personal stories of beneficiaries to encourage a commitment to and greater understanding of SCIAF’s approach to international development and drive philanthropic engagement and support   **Reporting:**   * Account to the Director of PED on progress against the plan for income growth and associated KPIs, milestones and targets   **Other duties**   * Possibly accompany philanthropic donors on overseas trips[[1]](#footnote-2) * Represent SCIAF with other organisations as appropriate * Keep up to date with relevant legislation and Codes of Practice; and with fundraising trends, news, issues and innovations; and attend relevant Chartered Institute of Fundraising Special Interest Groups * Ensure compliance with Data Protection, Fundraising Codes of Practice, Catholic Social Teaching and SCIAF’s ethos at all times * Undertake any duties required to achieve the overall purpose of the job. |

**Person specification**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications** | | |
| Member of the Chartered Institute of Fundraising or [ the arts organisation for MDs] or other similar experience/background | **** |  |
| **Experience** | | |
| Successfully cultivating high net worth donors to make philanthropic donations | **** |  |
| Successfully cultivating trustees of charitable trusts to persuade them to ask for submissions for funding | **** |  |
| Successfully developing and managing relationships with brand ambassadors (celebrities) |  | **** |
| Successfully bringing volunteers with access and influence on board and using them to meet potential supporters | **** |  |
| Writing successful grant applications, major donor proposals and reports | **** |  |
| Working collaboratively with colleagues across teams to meet deadlines and targets | **** |  |
| Project management | **** |  |
| Staff or volunteer management |  | **** |
| Reporting on performance and achievement against targets |  |  |
| Using Raiser’s Edge or similar CRM database |  |  |
| **Knowledge** | | |
| Trusts & Foundations |  |  |
| Legislation and best practice guidelines relating to Fundraising and Data Protection |  |  |
| Understanding of the life, culture and structures of the Catholic Church (preferably in Scotland) |  |  |
| Catholic Social Teaching and understanding of how it impacts on the work of SCIAF |  |  |
| International development issues |  |  |
| An understanding of ethical fundraising and associated issues |  |  |
| **Skills and Abilities** |  |  |
| An engaging manner and being at ease with people, including HNW donors and high-profile supporters |  |  |
| Excellent, varied writing skills with the ability to appeal to an emotional or a data-driven reader as required |  |  |
| Ability to originate, write and edit bespoke fundraising applications and proposals which are both succinct and engaging |  |  |
| Effective project management skills with a proven ability to plan effectively, manage competing deadlines and work with staff in different departments |  |  |
| Self-motivator who can work effectively within a team and across the organisation with internal colleagues |  |  |
| **Attitude** | | |
| Empathy with SCIAF’s ethos and commitment to SCIAF’s overseas, development education and advocacy work |  |  |
| Well organized and self-reliant, able to work independently and in a small team |  |  |
| Helpful, positive, enthusiastic, with can-do attitude |  |  |
| Good team player |  |  |
| **Other** | | |
| Willingness to undertake PVG scheme membership |  |  |
| Willingness to travel overseas, potentially for up to ten days at a time to some of the world’s poorest and most fragile countries, and to undertake hostile environment awareness training ahead of travel |  |  |

1. In light of current debates in International Development regarding the balance of power in relationships, SCIAF is moving towards a process of gathering most of its content directly from our partners. The question of high-profile overseas visits and how they are conducted is under review. The post-holder will have the opportunity to contribute to this review. [↑](#footnote-ref-2)