



*St. Francis Hospice Dublin*

## **JOB DESCRIPTION**

**SENIOR MANAGER – PARTNERSHIPS AND PHILANTHROPY**

**PERMANENT CONTRACT (WTE 1)**

**Job Reference: 2019 - 027**  
**Issue Date: May 2019**

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## 1. JOB PURPOSE

The *Senior Manager - Partnerships and Philanthropy* is a key position within the fundraising team. This new role's main responsibility is to help to deliver increased funds from major donors, corporate supporters and trusts & foundations, whilst also managing SFHD significant income source of legacies. It offers the chosen candidate great scope to shape and influence the broad fundraising future and scale within SFHD.

## 2. ACCOUNTABILITY

Given its importance, the position reports and is accountable to the Chief Executive Officer (CEO) for key strategic projects and to the Fundraising Manager for day-to-day operations and related matters, or other designated officer in all matters relating to the job.

## 3. KEY DIMENSIONS

Key relationships that will influence the success of the role: Fundraising Team, SFHD Board Members, Leadership/Executive Team, Major Donors, Corporate Supporters and Trusts & Foundations.

## 4. OPERATING ENVIRONMENT

**Contractual Hours:** 37 hours per week.

**Hours of work:** Detailed of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

**Location:** This position is based in SFHD; however, SFHD operates across two sites: Raheny & Blanchardstown. In the interest of patient care and changing needs, candidates are required to be completely flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by the Chief Executive Officer.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

**Garda Vetting:** The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

## 5. SALARY SCALES, ANNUAL LEAVE & PENSION SCHEME

**Salary Scale:** Department of Health & Children Consolidated Salary Scale (1<sup>st</sup> April 2019) – Clerical Grade VII

GRADE VII (CLERICAL)	1/10/18 PSPP	11	48,980	50,175	51,575	52,977	54,385	55,642	56,922	58,168	59,405	<b>61,535</b>	<b>63,671</b>	<b>LSIs</b>
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**Annual Leave:** 30 days per annum.

**Pension Scheme:** SFHD will contribute 7% of the successful candidate's annual salary less 1.5 times the State Pension to a defined contribution pension scheme.

## 6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum of a third level degree qualification</li> </ul>	<ul style="list-style-type: none"> <li>Masters in business or other relevant area</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>A minimum of 5 years' proven and relevant experience at senior level with a demonstrable track record of delivering upon strategic objectives and maximising income / ROI</li> <li>Proven Experience in corporate fundraising</li> <li>Experience in relationship building. Confident networker with ability to forge strong working relationships.</li> <li>Strong IT skills – including Word, CRM Databases, Access, Excel, Outlook and PowerPoint</li> <li>Competency on all Social media channels</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in major gift fundraising</li> <li>Working knowledge of the NFP sector</li> <li>Experience working in the health / hospice sector</li> <li>Experienced in the use of CRM systems</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Full clean driving license</li> </ul>	

### CORE COMPETENCIES

- A strategic thinker with proven capability in driving successful fundraising at the scale of SFHD.
- Demonstrable expertise and skill in presentation, proposal and report writing.

- Excellent oral, written, networking and interpersonal skills with the ability to engage at senior management and Board level with a strong track record of stakeholder management.
- Experience in developing and implementing strategic work plans demonstrating ability to deliver upon ambitious KPI's.
- Proven diligence – highly organised with attention to detail. Strong multi-tasking abilities whilst operating in a time sensitive and fast paced environment.
- Experience in managing VIP/key stakeholder events.
- Ability to develop and execute plans working with and recruiting external volunteer leaders.
- Experience in collaborative working and demonstrated ability to drive change.
- Ambitious with a high level of energy and exceptional work ethic.
- Proven leadership skills.
- Strategic, analytical and decision making skills with a proven record of delivery and innovation.
- Demonstrate creativity, drive, dynamism, commitment, attention to detail, ability to work to tight deadlines and best practice in all activities.
- Show capacity to work as both a key member of a team as well as proactively working alone.

## **7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES**

The role of the Senior Manager – Partnerships and Philanthropy includes but is not limited to:

### **Strategy:**

- Working with the CEO & Fundraising Manager to continue to expand and strategically develop this key income generating area in the Fundraising Department and contribute to the wider strategic development of the organisation.
- You will take ownership and build upon the existing relationships, framework and strategic plans for major donors, corporates, trusts and foundations and legacy to raise a combined target to be agreed for 2019 and to create the groundwork for our continued success in 2020 and beyond.
- **Major gifts:** Utilise proven research skills and strategic techniques to research and identify potential major donors, devise cultivation strategies and generate gifts towards ambitious targets for this key growth area. Conduct cultivation, request, stewardship and briefing meetings with SFHD Leadership/Executive Team, staff and external leaders as appropriate.
- **Corporate:** Generate a robust corporate partnerships/activities strategy and targeting plans, and ensure corporate engagement strategies are rolled out with timely impact reporting as appropriate.
- **Trusts and Foundations:** Oversee the identification of, and applications to, trusts and foundations as appropriate.
- **Legacy:** Generate and implement a legacy strategy for the organisation.
- **Grants:** Management of the programme development and grant applications in the Hospice

### **Planning / Development:**

- Monitor and update the case for support as our capital and services development needs change over time and as our organisational vision further evolves.
- Develop accurate and on-going high quality fundraising materials.
- Craft and prepare persuasive, tailored and professional proposals for philanthropic support.
- Work closely with the Fundraising Manager in relation to content, branding, messaging, profile and growing awareness.
- Demonstrate experience in project management and working with third party agencies/consultants.
- Show creative/lateral thinking in a busy marketplace.
- Contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards and ensure that staff complies with same.

### **Budgets and reporting:**

- Meet overall annual and multi-annual targets within budget and delivering upon KPI's for the area to ensure sustainability and growth.
- Manage expenditure areas to ensure all activities are implemented within budget.
- Monitor performance analysis and identify areas for leverage and opportunity.
- Compile detailed reports for the CEO/Fundraising Manager/Board as required.
- Expand upon the existing pledge management system to ensure all gifts and pledges are recorded, actioned and collected in a timely manner.

### **Stewardship / Account Management:**

- Develop and foster a culture of lead generation through a cross functional approach within the fundraising team and with leaders and volunteers.
- Drive and manage cultivation and stewardship of the donor portfolio and put in place accurate systems to manage same.
- Ensure high quality, timely and accurate gift acknowledgements, mailings, invitations and follow ups.
- Manage and roll out cultivation events as required.

### **Leadership / Team Development / Management:**

- Foster a culture that is target driven and ambitious, which encourages growth and stewardship in the context of hospice values and is responsive to a changing environment.
- Play a key role in developing a partnership/major gift approach to fundraising, learning, experience, culture and techniques within the organisation
- Represent and act as an ambassador of SFHD at all times.
- Support the on-going training and development of the fundraising team and other SFHD staff members are required.
- Play a key role in team meetings, workshops, operating in a cross functional environment and organisational/Board of Directors support as required.
- Show capacity to work as both a key member of a team as well as working proactively.

### **General**

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Health & Safety Act.

- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Enable compliance of charities regulation, data protection, governance, transparency and best practice.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office that may be required from time to time.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

<b>Signature of Job Holder:</b>	<b>Signature of Line Manager or Designated Officer:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Date:</b>	<b>Date:</b>