

Cornwall Community Foundation

Philanthropy Director



Job Purpose

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing philanthropic services for immediate and long term community investment. Our fund development strategy is primarily driven by philanthropic services to donors either living in or with strong links to Cornwall. As Philanthropy Director you will be responsible for developing a long term relationship with our supporters and building the endowment of the CCF.

Job Description

The duties of the Philanthropy Director are as follows:

Fund development

- The Philanthropy Director will promote charitable giving as a long term strategic investment for donors either living in or with strong links to Cornwall, in order to develop and strengthen Cornwall's communities. The postholder will be responsible for attracting new funds and growing the existing donor base;
- Building and maintaining relationships with existing and potential donors, influential persons and other external contacts at the highest level, serving as an ambassador for the Foundation;
- Securing new income against targets from a range of donors by identifying and researching strong prospects, making face to face appointments and attending networking opportunities;
- Providing a professional service to donors, fund holders and other stakeholders, resulting in their continued support;
- Working with the office team, to ensure that there is synergy between fund development and grant making at all levels of the organisation, from strategy through to operations.

Cornwall Club

- Clearly communicating the CCF's unique role to the Cornish diaspora and businesses with interests in Cornwall but based outside, with the aim to build funds therefore endowment;
- Managing the CCF's second home owners scheme and building awareness amongst key stakeholders and potential donors;
- Supporting the work of the London based development committee of the CCF.

General Administration

- Reporting to the Chief Executive on fund development, including progress in achieving targets, income and expenditure;
- Using the CCF's CRM system to record and evaluate the development work against targets;

Person Specification

Education and Qualifications - desirable

- Educated to degree level or equivalent

Knowledge and experience

- Good knowledge of Cornwall and its economic, business and social context
- Strong track record of achievement in the field of sales, marketing, finance or business development, including confidence in relating to and influencing people, at all levels and across sectors
- Strong experience of shaping, developing and delivering high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships, and of having met demanding performance targets
- Knowledge of financial investment and charitable tax benefits is highly desirable although not essential

Personal Characteristics

- First class presentational, interpersonal and rapport skills and the ability to secure the confidence and trust of existing and potential donors and funders quickly
- Strong networker and partnership-builder: highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication skills
- Strong organisational and planning abilities
- Flexible, positive and motivated team player

Additional Information

- Current driving licence and access to a vehicle
- Ability to travel outside of Cornwall

Conditions of Employment

- The position could be offered full time or part time
- The location for this role is flexible with frequent trips in Cornwall and outside the county, including London, with regular visits to the CCF office in Lawhitton, Launceston
- The salary range will be from £36,000 to £40,000 (37.5 hrs) per annum depending on experience
- There is a contributory pension after 6 months
- Full-time annual leave entitlement 23 days per annum, in addition to public holidays

To apply:

To apply for this post please forward your CV and covering letter to tamas.haydu@cornwallfoundation.com or send to Tamas Haydu CEO, Cornwall Community Foundation, Suite 1, Sheers Barton, Lawhitton, Launceston PL15 9NJ and mark your envelope: *Confidential -Recruitment*