



Head of Philanthropy

To be responsible for creating an innovative Philanthropy strategy and leading a team through an exciting time of organisational change. You will inspire and lead the team to deliver agreed budgets and play a key role in the development of a five-year fundraising strategy.

Line manager: Director of Fundraising & Marketing (DFM)

Manages: Philanthropy Team

Salary: £50,000

Location: London-based office & home, with minimum 3dpw in the office (up to 5dpw, in your discretion)

Hours a week: 35

About us

Curing Parkinson's needs world-class collaborative science involving researchers, clinicians, the pharmaceutical industry and, most importantly, people who are living with Parkinson's. This collaboration is at the heart of our research programme.

Our leadership and funding enables the world's leading neuroscientists and neurologists to prioritise, together, the next generation of drugs for clinical trial.

With an ambitious plan to increase philanthropy income and to accelerate research into a cure for Parkinson's, this is an exciting time to join Cure Parkinson's - an innovative and dynamic charity.

Key duties / tasks

- Develop and oversee a Philanthropy strategy that promotes growth and stability in the Major Donor, Corporate & Trust and Development Board programmes.
- Lead, manage and inspire your direct reports to meet agreed financial targets
- Grow the charity's Cure Collective giving programme, to deliver year-on-year growth.
- Represent Cure Parkinson's to a diverse range of people and audiences, with the goal of establishing and deepening impactful relationships.
- Drive forward a culture of best practice and regulatory compliance across the Philanthropy team.
- Prepare detailed budget and income projection for the DFM and Trustees as required.
- Prepare briefings, due diligence and supporting information for senior leadership as required.
- Represent Philanthropy fundraising at the quarterly Trustee led Fundraising and Marketing committee meeting.
- Lead and encourage cross-team and organisational-wide collaboration to promote the donor journey and achieve organisational and shared goals.

Team management

- Lead a team of 5 to meet the Philanthropy team's annual income targets in line with the strategy and budget.
- Develop performance targets and quality control measures for the team and monitor work to ensure that these are met.
- Build and manage a portfolio of senior relationships and networks to support the work of the Fundraising team.
- Manage team development and performance, ensuring that all staff receive regular supervisions and annual appraisals, and that clear objectives and personal development plans are in place.
- Foster a positive atmosphere within the team, modelling effective leadership and ensuring staff are aware of opportunities to develop.

The Cure Parkinson's Trust is a registered charity in England and Wales (1111816) and Scotland (SCO44368) and a company limited by guarantee - company number 553997

- Ensure the Philanthropy team understands and adheres to policies and procedures, ensuring we are fully compliant across all requirements.
- Encourage good communication between staff by holding team meetings regularly, and additional briefings as necessary.

Things we all do

- Support CP events and activities as required, which will include occasional evening and weekend work
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

Hours of work and holidays: This is a full-time role. Hours are 9.30 to 5.30 Monday to Friday. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

Pension scheme: After three months you will be entitled to join CP auto-enrolment pension scheme to which the charity contributes 3%.

Location: Cure Parkinson's, 120 New Cavendish Street, London, W1W 6XX

Diversity: CP recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

Person Specification

Criteria	Essential	Desirable
<p>Knowledge & Experience</p>	<p>Track record of securing gifts above £50k from at least two of the following: high-net-worth individuals, trusts and companies.</p> <p>Experience of delivering strategic and operational fundraising plans.</p> <p>Experience of line management and team development.</p> <p>Experience of working as part of a fundraising leadership team.</p> <p>Experience of budget management and working to financial targets and KPIs, as well as managing expenditure budgets.</p> <p>Experience of efficiently managing and delivering a demanding and varied workload, including balancing strategic and operational priorities.</p> <p>Experience of delivering successful Major Donor events and engagement opportunities.</p> <p>Confident communicator, in writing and in person.</p> <p>Knowledge of fundraising best practice and legislation, including data protection.</p> <p>A thorough understanding of the UK charity sector</p>	<p>Fundraising Management qualification.</p> <p>Experience of using CRM systems to manage donor pipelines and reporting.</p> <p>Experience of delivering a capital appeal.</p>
<p>Skills & Attributes</p>	<p>A proven ability to build, develop and grow key stakeholder and donor relationships</p> <p>Excellent interpersonal skills with the ability to negotiate and influence at senior levels, internally and externally.</p> <p>Excellent oral and written communications skills. Self-motivated with</p>	

	<p>exemplary organisational skills and ability to work to strict and often tight deadlines.</p> <p>A creative thinker with the ability to identify and maximise opportunities and anticipate and manage risks.</p> <p>Ability to work effectively as part of a team as well as independently.</p>	
Additional requirements	<p>Committed to continuing professional development.</p> <p>Willingness to get involved with activities across the Charity.</p>	An understanding of Parkinson's