



Lord Mayor's Charitable Foundation Position Description

Position	Donor Engagement Manager
Reporting Relationships	This position reports to the Chief Marketing and Development Officer
Objectives	<ul style="list-style-type: none"> • Increase referral pathways for bequest and charitable fund account income within the organisation's identified key markets. • Build engagement with and giving by existing donors to grow charitable fund accounts and bequests. • Establish relationships within identified markets/sectors to grow giving to the Foundation including professional advisors, hosted collecting giving group members, and individual prospective donors. • Work collaboratively with the CEO, Chief Financial and Operations Officer, Grants team and Operations team in managing relationships with donors and donor prospects.
Function & Aim of Role	<ul style="list-style-type: none"> • Build the commitment of existing charitable fund holders to increase additions to existing charitable fund account and bequests. • Build the commitment of long term and regular donors through a proactive approach to donor development, especially with a view to them establishing a charitable fund account or leaving a bequest. • Develop relationships and increase referrals from professional advisers to the Foundation under the leadership of the CMDO. • Build a pipeline of prospective donors through activating the Foundation's networks including collecting giving groups and stakeholders. • Identify opportunities designed to increase awareness of the Foundation's programs and services with current and potential donors to increase engagement. • Strengthen and increase the Foundation's supporter base ie: build the base of the donor pyramid. • Promote the Foundation's products, model and vision to identify new strategic partnerships that will increase the Foundation's corpus to increase grantmaking capacity. • Through insights gathered via the donor CRM, Raiser's Edge and other data analytics, work with the Chief Marketing & Development Officer to engage the organisation's target market.

	<ul style="list-style-type: none"> • Identify new product opportunities including promoting private ancillary funds where this is appropriate (some gifts over \$1million) and liaising with the Legal and Governance Officer on legal requirements. • Identify opportunities to offer charitable trustee services to existing charitable trusts and funds with purposes that align with the Foundation's objects.
Responsibilities and Key Performance Indicators	<ul style="list-style-type: none"> • Representing an organisation that is a national leader in philanthropy, the Donor Engagement Manager is responsible for identifying, qualifying, cultivating, soliciting and stewarding prospects and gifts from all sources capable of advancing the mission of Lord Mayor's Charitable Foundation. <p>The Donor Engagement Manager will:</p> <ul style="list-style-type: none"> • Be one of the organisation's field experts on donor and professional advisor behaviour and feedback, providing insight and knowledge on how the sector is performing and responding. • Be a consistent face and contact for existing and new donors and advisors representing the Foundation internally and at external meetings, events and sponsorship opportunities. • Support the Grants team in connecting with and developing relations with donors who require advice on granting, including through Foundation initiatives. • Provide strategic advice to the Senior Communications and Events Manager and Grants team about the development of giving circles and other collective giving opportunities around LMCF impact areas, including prospective individual donor opportunities . • Record interactions with current and potential donors in the Foundation's donor CRM Raiser's Edge and produce management and insights reports as required for the CEO, CMDO, CFOO and Board. • Be a contributing member in the Marketing and Development team, providing insight and advice to the CEO, CMDO and other relevant stakeholders. • Maintain internal horizontal relationships with the Chief Financial and Operations Officer, Grants team and Administration team and manage relationships with donors and donor prospects. • Manage other donor development assignments as directed by the CMDO.
General Attributes	Ability to be strategic, effective and engaging in building long term relationships with donors, bequestors and fund holders.

	<p>Highly proficient with Blackbaud Raiser's Edge – or similar CRM – including data analysis and reporting.</p> <p>Demonstrated ability to collaborate with business teams and translate business needs to business requirements. Team player with a positive attitude.</p> <p>Excellent communication skills – both oral and written.</p> <p>Commitment to the values of the Foundation: being accountable, brave, collaborative, creative, ethical, relevant and respectful.</p> <p>Experience working in a not for profit organisation either as an employee or volunteer.</p> <p>Excellent organisational skills. Ability to set priorities and meet deadlines.</p> <p>Ability to work with confidential information.</p> <p>A professional manner, with strong business acumen.</p> <p>Empathetic but task focused.</p>
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