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**Private Philanthropy Manager**

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| **Job grade** | **Level 4** | **Reports to** | **Head of Department** |
| **Directorate** | **Fundraising** | **Function** | **Individual Giving** |
| **Contract** | **Permanent** | **Location** | **Regent’s Park** |

**Responsibility for resources**

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| **Direct line reports** | **1** | **Responsibility for other resources** | **Confidentiality** |
| **Financial resources** | **Team Annual income target of £2m+**  **Team Expenditure budget of £200k+**  **Personal target to be allocated** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

To raise funds from private individuals in support of ZSL’s mission objectives, building and increasing a sustainable income stream. This post works on the engagement of all individual supporters at ZSL from mid-value giving and above, including high-value gifts. This includes prospect management, proposal development, gift administration and the personal cultivation of high-value supporters, collaborating with the Head of Philanthropy and Director of Development.

This role also delivers ZSL’s Patron and Fellowship programme, ensuring that all groups of individual supporters are managed effectively and efficiently, maximising their lifetime value to ZSL.

**Key responsibilities**

* **Fundraising Strategy:** Implement plans to attract high-value individual philanthropists in collaboration with the Head of Philanthropy.
* **Donor Cultivation and Stewardship:** Build and maintain strong relationships with existing and prospective donors to secure major gifts.
* **Prospect Research:** Identifying and researching potential major donors who align with the organisation's mission and goals, with support from the Prospect Research Manager.
* **Proposal Writing:** Craft compelling and personalised proposals and presentations to secure funding from various sources.
* **Event Management:** Support the organisation and delivery of events to cultivate relationships with donors and prospects.
* **Track and administer gifts**: keep accurate records by tracking on the database all communications with donors, donor plans, contact with volunteers, pledges, proposals, gifts and restrictions. Handle accompanying gift administration/ recognition.
* **Reporting and Analysis:** Track fundraising progress, analysing results, and reporting on key performance indicators.
* **Collaboration:** Work closely with other fundraising teams, program staff, leadership and senior volunteers (Development Boards, Capital Campaign Boards) to align fundraising efforts with organizational priorities.

**Person Specification**

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| Experience |

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| Essential | * Proposal writing and presentation development to engage individual philanthropists * Proven track record of securing major gifts from individuals or institutions. * Experience with fundraising databases and donor management systems. * Experience working with senior volunteers in a fundraising context. * Knowledge of fundraising best practices and ethical considerations. |

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| Knowledge and skills |

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| Essential | * A degree or equivalent qualification. * Knowledge of fundraising best practices and ethical considerations. * Strong communication, interpersonal and relationship management skills. * Excellent organisational and project management skills. * Ability to multi-task and manage competing priorities. * Experience of and understanding of the major giving process * Ability to write in a clear, persuasive and understandable way to colleagues, supporters and external contacts to communicate ZSL’s mission and activities to supporters in an articulate, knowledgeable and passionate way. * Able to produce creative, imaginative and inspiring proposals, reports and other communications that encourage support of ZSL. * Able to deal sensitively and appropriately with confidential information. |

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| Additional requirements |

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| Essential | * This role has a blended work location, with two days per week expected onsite. Additional donor meetings may be required. |