ROYAL BOTANIC GARDEN EDINBURGH

Philanthropy Manager

Development & Communications

Job Description

Main Duties and Responsibilities

- Manage a mixed portfolio of prospects (individuals, trusts, corporates) to maximise income from supporters to deliver the Edinburgh Biomes programme and RBGE core priorities, with particular focus on high-value partnerships.
- Through a pool of prospects, act as a main point of contact for key funders in stewardship and lead in the coordination of meetings and reporting in line with requirements, and to assist with progress monitoring.
- Write innovative, attractive, well-researched and appealing proposals and overview documents for prospective donors.
- Meet annual income targets and related KPIs, set in conjunction with the Head of Philanthropy and Director of Development.
- Direct involvement in the planning and management of the programme of events and stewardship to engage and inspire prospects and donors about the wide-ranging work of the Royal Botanic Garden Edinburgh.
- Through regular meetings with the Head of Philanthropy and Philanthropy Research Manager, creatively identify strategic fundraising opportunities and new partnerships which are aligned with the values, ethos, and ambitions of RBGE and progress new relationship opportunities.
- Working with Head of Philanthropy and Philanthropy Managers, steward, monitor, and manage existing major grants and donations held by RBGE, working closely with a broad range of internal stakeholders.
- Maintain effective record keeping and documentation of all fundraising activity with organisations and individuals; ensuring donor relationships are recorded and tracked on the Raisers Edge database to develop relationships and maximise income.
- Be flexible and willing to help with a wide range of campaign tasks, including staff management, donor stewardship reporting and communications.

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Person Specification

Essential Skills

- Experience of fundraising, customer relationship management and strategic planning
- Previous experience working with individual donors and trusts
- Ability and inclination to meet potential major donors and to ask them for significant financial support
- A sound grasp of charity law, gift aid, fundraising techniques, people management and exceptional interpersonal skills
- Strong influencing and negotiating skills
- Experience of event management and donor stewardship
- Excellent written and verbal communication skills, with a keen attention to detail

Desirable

- A working knowledge of GDPR and its relevance in the context of RBGE
- Previous experience of using the Raiser's Edge database
- Degree or equivalent relevant work experience