



Recruitment Pack

Philanthropy Manager –

Major Gifts and Foundations

April 2024

Dear Candidate,

Thank you for your interest in the role of Philanthropy Manager – Major Gifts and Foundations at Anti-Slavery International. Following the recruitment of our first major gifts and trusts fundraising manager who is moving on to new pastures after 6 superb years of building a solid programme, we are seeking a new colleague to join our fast growing, experienced team.

Building on a period of exponential growth in foundations and major gifts of over five-fold in five years, we're seeking an ambitious and dynamic Philanthropy Manager – Major Gifts and Foundations to take our c£1.5m programme to twice this value in the next three years. You will be responsible for the success of the overall major gifts and foundations strategy to engage, retain and inspire our loyal supporters and partners in addition to attracting new, long term, multi-year funders.

We are passionate about how people use their time, money, and voice to bring freedom to everyone everywhere. We hope you are too.

You'll have a strong, confident management approach to seeking new opportunities and enhancing the value of existing funder relationships. You will hold your own high-level portfolio working closely with the Directors, CEO and Board directly, coaching where needed, and working in partnership to secure large strategic gifts to drive this important work. You will champion excellence across major gifts stewardship and lead by example.

You will directly line-manage one role and, alongside four fellow managers, contribute to the overall direction and growth and development of the Fundraising and Communications department, but the scope of your work is cross-organisational. The team works closely with colleagues across Anti-Slavery International to identify funding and impact opportunities for donors, funders and partners that will help us create the systemic changes that bring freedom from slavery.

You will work collaboratively with peers across the organisation to create compelling and fundable packages of work, with a solid understanding of the breadth and depth of Anti-Slavery International's approach to creating true change. You will be responsible for creating and meeting budgets and reforecasts. You will lead on your team's performance reporting with a robust approach to monitoring and evaluating the programme and identifying areas for improvement and investment. You will build strong relationships with senior colleagues and will play

an active role in organisational leadership, modelling positive workplace culture throughout your work.

If you think this fits with your expertise and ambition, we would love to hear from you.

The deadline for applications is 11:59pm on 15 May 2024. We will interview candidates on a rolling basis ahead of the deadline and will close recruitment once we find the right candidate to fill the position.

Ryna Sherazi
Director of Fundraising and Communications

Job Description

Philanthropy Manager – Major Gifts and Foundations

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| GRADE | C1 – C4 |
| SALARY | £40,777-£44,011 per year (full-time). (salary includes our annual estimated Cost of Living increase with effect from 1 April 2024, pending Union agreement) |
| CONTRACT TYPE | Permanent |
| HOURS | This role is offered as a full-time position at 35 hours per week |
| LOCATION | Based in Vauxhall/Oval, London, with hybrid-working arrangements |
| DATE | April 2024 |

ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world. Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible business
- Trafficking
- Climate Change and Slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

THE ROLE

Anti-Slavery International's income has tripled in the past seven years. Behind this growth has been a deep commitment to help create the positive changes needed to bring a lasting and final end to slavery in all its forms. We do this by advocating for legal protections that ensure that people are protected from exploitation in slavery. As part of a worldwide movement of allies, we implement projects across our four thematic pillars (above) to help strengthen that movement for change, elevate the voice and role of survivors in leading the systemic changes needed and work to frame

the issue of slavery so that more people can join us to bring freedom to everyone, everywhere, always.

This role is responsible for developing and managing Anti-Slavery International's individual major giving (gifts of £5,000+) and to lead and develop Anti-Slavery International's trusts and major donor fundraising programme. In the past seven years, our foundations programme has seen a significant increase in income and major gifts from individuals. The postholder will work across the organisation, including with trustees, to develop relationships and funding applications to foundations. This role will build lasting relationships with high-net-worth individuals and families, and help foster a culture of philanthropy and partnerships across the organisation, with the sponsorship of the Senior Management Team.

MAIN TASKS

Role purpose

The two-person Major Gifts team is responsible for generating c£1.5m this year. We know that our work advocating for proper protections from slavery for people around the world has become more difficult, especially, but not exclusively, because of Covid19. We intend to double our income from philanthropic sources in the next five years. This role will not only play a crucial part in driving forward financial growth but will also help build a base of committed and influential supporters who can help the charity improve more lives.

Specific tasks

Fundraising development

- Grow sustainable income from grant-making trusts and major donors donating to Anti-Slavery International's work in the UK and internationally from £1.5m in 2023/4 to £2.1m by year three. With the Major Gifts and Trusts Officer and Director of Fundraising and Communications, designing the requisite investments needed to achieve this growth.
- Design and implement robust prospect research that ensures a proactive and robust pipeline. Manage the movement of prospects from prospect research, through the donor journey and ensure cultivation and stewardship plans provide ample opportunities to engage and solicit gifts of significant value.
- Directly manage a small personal portfolio of donors and prospects, in addition to acting as the main contact for other key relationships across the team when necessary.
- Drive continual improvement on case for support, project narrative and costs presentation work to refresh how we are communicating priorities and needs to funders.

- Build excellent relationships with Senior Management Team, Board, and other key colleagues to support the team vision and their contribution to achieving it.
- Ensure all relevant regulations are met, and the highest quality standards are achieved.
- Work closely with colleagues in the institutional funding team, finance and resources, and advocacy and programmes team to develop high quality proposals and reports for donors and prospects in line with organisational standards.
- Lead the development of donor engagement and cultivation events on Anti-Slavery International's priorities, including technical areas of operations, that support the development of new and existing funding prospects.

Management

- Design and deliver the annual team plan, meet income targets, and continuously improve the quality of the programme to ensure an exceptional donor experience and high retention rates.
- Create and maintain accurate and ambitious income and expenditure budgets, reforecasts, and variance reports.
- Coach team members to achieve the best of their abilities, foster a team culture of creative and proactive approaches to funding opportunities, embracing testing new ideas and aiming for growth and improvement.
- Embed team and individual KPIs for grants and major donor activities to ensure we remain focused on strategic objectives and grow in reach and ambition. Monitor and report on programme performance, long term income modelling and contribute insight to organisation-wide planning.

Other

- Network with colleagues in peer organisations and undertake peer/competitor analysis and benchmarking on a regular basis.
- Oversee and relationship manage Anti-Slavery International's partnership with Patrons. Updating and renewing Patrons when necessary
- To travel to project sites overseas as required (once per year or less).

PERSON SPECIFICATION

Essential

- A track record of success in six-figure+ multi-year restricted and unrestricted funding from high-net-worth individuals, trusts, and foundations

- Proven ability to develop, manage and deliver against accurate budgets and forecasts.
- Excellent bid-writing skills that have generated considerable income from trusts and foundations and high net worth individuals, ideally in an international organisation.
- Ability to prioritise, work to deadlines and focus on concurrent projects.
- Understanding of charity legislation, best practice guidelines and regulatory requirements in relation to major gifts.
- Confident with MS systems, particularly Excel, and experience of CRM systems (Anti-Slavery International uses Raiser's Edge).
- A positive attitude, resilience, and self-motivation driven by a passion for the cause.
- Ability to think strategically, identify opportunities, make decisions and prioritise effectively and, as a manager within Anti-Slavery International, demonstrate leadership, initiative and a strong desire to achieve agreed objectives.
- Strong commitment to excellence in supporter relationship management.
- Experience building strong internal relationships and comfortable working alongside and directing senior stakeholders.

Desirable

- Experience of developing new products and giving programmes for high-net-worth individuals and funders.
- Experience of income generation in a campaigning and advocacy organisation.
- Experience of line management of staff and volunteers.
- Experience of developing, testing, and evaluating new income generation products.
- Knowledge and experience of working within an international development organisation is preferable.

Summary Terms and Conditions

- The position is based in Anti-Slavery International's office in Vauxhall/Oval, London, with hybrid-working arrangements in line with our policy.
- Annual leave entitlement is 30 days (on a pro rata basis).
- There may be a requirement for some out-of-hours work, for which time in lieu is given.
- We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%.
- The role is subject to a probationary period of 6 months.
- We offer a range of employee benefits including an employee assistance

programme and cycle to work scheme.

- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK. Please include your earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference Philanthropy Manager in the subject line **before 11:59pm on 15 May 2024**.

Please also complete the equal opportunities monitoring form [at this link](#). The form is anonymous, and responses will be handled in strict confidence.

Interviews will be conducted on a rolling basis ahead of the closing date. We will close the recruitment once we find the right candidate to fill the position.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.

We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity.
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact.
- To protect our reputation and interests.

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



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