

# Cornwall Community Foundation

## Philanthropy Director



### Job Purpose

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing philanthropic services for immediate and long term community investment. Our development strategy is primarily driven by philanthropic services to donors either living in or with strong links to Cornwall. As Philanthropy Director you will be responsible for developing a long-term relationship with our supporters and building the endowment of the CCF.

### Background

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real. At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities.

We raise funds from individuals and businesses inside and out of the county. We look for high impact, non-profit, grassroots organisations and support them through an extensive grant-making programme. Our highly experienced team has awarded and actively monitored over £9 million of grants to more than 5,000 community projects since 2003.

### Job Description

The responsibilities of the Philanthropy Director are as follows:

#### Fund Development

- The Philanthropy Director will promote making donations to the CCF as a long-term strategic investment for donors either living in or with strong links to Cornwall, in order to develop and strengthen Cornwall's communities. The Philanthropy Director will be responsible for attracting new donations and growing the existing donor base
- Building and maintaining relationships with existing and potential donors, influential persons and other external contacts at the highest level, serving as an ambassador for the CCF
- Securing new income from a range of donors by identifying and researching strong prospects, making face to face appointments and attending networking opportunities
- Providing a bespoke personal approach to donors and fund holders to ensure their continued support. Supporting the Friends and Cornwall's Women Fund membership schemes
- Working with the office team, to ensure that there is synergy between philanthropy and grant making at all levels of the organisation, from strategy through to operations

#### Cornwall Club

- Clearly communicating the CCF's unique role to the Cornish diaspora with interests in Cornwall, with the aim of both maximising immediate impact / flow-through grants and building endowment
- Managing the CCF's membership schemes and building awareness amongst potential donors
- Supporting the work of the CCF's London Committee

#### General Administration

- Reporting to the Chief Executive on fund development, including progress in achieving targets, income and expenditure
- Using the CCF's CRM system to record and evaluate the development work against targets.

## Person Specification

### Education and Qualifications

- Educated to degree level or equivalent (desirable)

### Knowledge and Experience

- Good knowledge of Cornwall and its economic, business and social context
- Strong track record of achievement in the field of fundraising, sales, marketing, finance or business development, including confidence relating to and influencing people, at all levels and across sectors
- Demonstrable experience of shaping, developing and delivering high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships
- Experience of managing and developing a regular giving or membership programme
- Knowledge of the Third Sector
- Knowledge of financial investment and charitable tax benefits (desirable)
- Knowledge of Salesforce CRM and Excel spreadsheets (desirable)

### Personal Characteristics

- First class presentational and interpersonal skills and the ability to secure the confidence and trust of existing and potential donors
- Strong networker and partnership-builder: highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication skills
- Strong organisational and planning abilities
- Flexible, positive and motivated team player

### Additional Information

- Current driving licence and access to a vehicle
- Ability and willingness to travel outside Cornwall when required

### Conditions of Employment

- The position is for four days a week (0.8 FTE)
- The location for this role is flexible with frequent trips in Cornwall and outside the county (primarily in London), with regular visits to the CCF office in Lawhitton, Launceston
- The salary range will be from £36,000 to £40,000 (FTE) per annum depending on experience
- There is a contributory pension after three months
- Annual leave entitlement 23 days (pro-rated if part time), in addition to public holidays

### To apply

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO  
[tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

### Deadline

5<sup>th</sup> October 2020