

# Job Title: Philanthropy Executive

* Department: Development
* Responsible to: Deputy Director of Development

# Main Purpose of the Job

We are looking for a Philanthropy Executive to join our small but dynamic team. This is an exciting opportunity for an ambitious individual with proven experience in fundraising to help shape and build growth across Northern Ballet’s individual giving programmes, with a duel focus on donor stewardship and using data and our CRM database to drive success.

# As Philanthropy Executive, you will:

* Build and steward relationships with individual supporters across all levels of giving.
* Use the Spektrix CRM database to identify and research potential donors, building a strong pipeline of support.
* Create and implement a programme of appeals to support key fundraising campaigns for the Company.
* Work alongside colleagues to deliver bespoke supporter events, in Leeds and in venues across the UK
* Support the smooth running of the Development department.

# Key Responsibilities:

Working closely with the Director of Development and reporting to the Deputy Director of Development the key tasks will be, but are not limited to:

# Benefactors and Patrons:

* Support the Director and Deputy Director of Development in the delivery and administration of the Benefactor programme, including planning timelines, preparing group communications, invitations, and stewardship updates.
* Take responsibility for income generated from Northern Ballet Patrons, working with the Deputy Director of Development to develop a strategy to affect significant growth of the programme.
* Be responsible for stewardship of Emerald Level Benefactors and be targeted on retention, growth and uplifts for this level.
* Contribute to the creation of an annual programme of Benefactor events.
* Work closely with Northern Ballet’s Communications team to review booking data to identify cultivation opportunities.
* Steward existing supporters and ensure the highest standard of care.
* Report into the Deputy Director of Development and support the smooth delivery of the Benefactor programme.

# Public giving:

* Work with colleagues to develop creative ways to generate additional income from audiences and to promote these opportunities to our donor base.
* Ensure we comply with legal requirements for public collections and fundraising events and support donation box / cash handling.
* Be responsible for digital card readers, ensuring they are well maintained and held securely.

# Prospect research and cultivation:

* Research potential new donors to support Northern Ballet.
* Establish a prospect pipeline to ensure high retention rates amongst Patrons and Benefactors, working with the Deputy Director of Development to identify Patrons who have the propensity to be uplifted to join the Benefactor programme.
* Review prospect pipelines and the progress of cultivation plans for key supporters across the Development team.

# Appeals:

* Work with the Deputy Director of Development to create and implement a programme of appeals to support key fundraising campaigns.
* Track appeal giving; identifying key trends and adapt campaigns in light of findings to ensure the highest level of success.
* Work closely with the Communications team to identify and implement strategic ways to build our fundraising database and approach our audiences with Northern Ballet’s fundraising message and case for support.

# CRM / Database Management:

* Take a key role in maintaining the Spektrix database, ensuring information is up to date, accurately logging event attendees, managing prospects and tracking relationships through Spektrix.
* Act as the team’s Spektrix ‘Champion’ to create a standardised approach to the use of the system, in line with best practice, and be a first point of contact for more in-depth questions about Spektrix.
* Support accurate financial reconciliation and reporting by ensuring all gifts are added and maintained and that the annual claim is accurate and processed in a timely way through the CRM system.
* Using the CRM database, Spektrix, oversee data analysis to identify key prospects for cultivation and giving trends within our own supporter base.
* Produce and advise on the production of data reports, taken from Spektrix.
* Provide CRM support to the Box Office team at Northern Ballet, assisting with event set ups, and audience reports and analysis for the Stanley & Audrey Burton Theatre.
* Work closely with the Finance team to ensure Gift Aid is claimed in a timely way, using Spektrix CRM.

# Compliance:

* Work within the rules and expectations set out by the Fundraising Regulator and the Chartered Institute of Fundraising.
* Work closely with colleagues in our Finance team and Comms team to ensure that we are complying with HMRC and GDPR rules.
* Ensure we keep accurate donation records on the Spektrix database.
* Work with the Director of Development and Deputy Director of Development to ensure that we deliver best practice in accordance with charity, tax and financial regulations and keep abreast of changes in legislation.

# Departmental administration and support:

* Be responsible for the department’s financial recording procedures and support the team with regular financial reconciliation processes.
* Provide support to the Development team in delivery of their programme of cultivation, corporate and membership events in Leeds and across the UK.
* Be an active member of the Development team, identifying cross-working and income generation opportunities and ensuring best practice is implemented in the use of Spektrix.
* Working towards the agreed annual budget, play an active role in supporting the Development team reach its overall target.
* Liaise across the team to facilitate and draft high quality Development communications, including invitations, website pages, leaflets, newsletters, and external reports.

# Northern Ballet:

* Work with colleagues across the Company to promote the work of Northern Ballet – a powerhouse for inventive dance.
* Aim to create a positive working environment and to uphold our organisational principles, vision and values.

# Person Specification

# Essential Attributes

* Knowledge of using and interrogating databases, preferably Spektrix.
* Ability and confidence to steward and engage with a range of supporters and to represent Northern Ballet at events.
* Experience of prospect research and an understanding of how to maximise supporter journeys — acquisition, engagement, retention and income generation.
* Experience of monitoring income and expenditure and analysing data.
* Understanding of data protection legislation.
* Knowledge of email marketing systems, preferably Dotdigital.
* Experience running fundraising appeals.
* Highly organised and able to effectively manage competing priorities, with excellent attention to detail.
* Previous experience in a development role.
* Excellent interpersonal and communication skills.
* Interest in the work and impact of Northern Ballet.
* Excellent team player with a positive and collaborative approach to work.

# Essential Criteria

* Knowledge of fundraising and cultural sector in Yorkshire, London and nationally.
* Experience of working in the arts or charity sector.

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THE ROLE. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND YOUR DUTIES MAY FROM TIME TO TIME BE REASONABLY MODIFIED AS NECESSARY TO MEET THE NEEDS OF THE BUSINESS.