



## **Philanthropy Director Application Pack**

### Maternity Cover (12 Months)

#### **About Cornwall Community Foundation**

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 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 want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroots organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £20 million to over 8,000 community projects. In 2023 we grant awarded close to £3 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £12 million. We also manage flowthrough (non-invested) funds for the Integrated Care Board, the Police and Crime Commissioner for Devon & Cornwall and Cornwall Council.

Our friendly and committed [Team](#) of 12 is hybrid working, two days a week from our office (moving to Bodmin in November 2024). We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year. This role offers a fantastic opportunity for personal development, networking and experience building working alongside our committed team and experienced Trustees.

#### **Job Purpose**

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing much needed financial support to local community groups. Our development strategy is primarily driven by the philanthropy of donors either living in or with strong links to Cornwall. As Philanthropy Director you will be responsible for managing relationships with our supporters. The job is suitable for an interim specialist/freelancer.

CCF is committed to the principles of a 'one team' approach. This recognises that all members of the Team contribute to the success of delivering CCF's goals to address

need in the community by making high quality grants and promoting philanthropy. As such the Philanthropy Director will actively encourage, support and enable effective cross team working and work very closely and in collaboration with the Chief Executive and other directors. In addition you will, where appropriate, work in support of particular personal, team and wider CCF goals.

### **Philanthropy Director – Maternity Cover**

Post:	Philanthropy Director
Reporting to:	Chief Executive
Salary:	£39,000 to £43,000 (FTE) per annum depending on experience
Length of contract:	12 Months (Maternity cover)
Hours:	Four days a week (0.8 FTE), three days would be considered
Location:	Flexible with frequent trips in Cornwall and outside the county (primarily in London), with one day a week in the CCF office in Bodmin
Annual leave:	23 days (FTE), in addition to public holidays and office closure between Christmas and New Year
Managing:	Events Officer

### **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.
- 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 maximising donations.
- Managing the Cornwall Club membership scheme and building awareness amongst potential donors.
- Supporting the work of the CCF's London-based Cornwall Club Committee.
- Helping with the preparation of Cornwall Club events, including a drinks party and a dinner.

#### **Management**

- Managing the Events Officer, providing support and guidance for all events of all types throughout the year

## **General Administration**

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

## **Person Specification**

### **Knowledge and Experience**

- 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 extensive experience of shaping, developing and delivering high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships
- Good knowledge of Cornwall and its economic, business and social context
- Experience in securing relationships or donations of £100,000+ (desirable)
- Experience of managing and developing a regular giving or membership programme (desirable)
- Knowledge of the Third Sector (desirable)
- Knowledge of database management 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

### **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)  
(Incomplete applications will not be considered.)

### **Deadline**

5<sup>th</sup> December 2024

Interviews will be held in Cornwall. You will meet with a small interview panel including the CEO and Trustees.

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.