



Philanthropy Manager

Responsible to	Fundraising Lead
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ, with the requirement to work from the office three days per week, including Mondays.
Contract	Permanent role, 5 day per week (open to part time, minimum 3 days per week)
Salary	Up to £41,000 per annum depending on experience (pro-rata if part time)

About the Role

The LTA Tennis Foundation's (LTA TF) mission is to improve lives through tennis. Our ambition is that every child, young person and adult can have access to the unique and life-changing benefits that tennis offers.

We look to achieve this by

- **Supporting organisations:** Financially supporting and collaborating with charities and organisations embedded within their communities, who use tennis as a force for good.
- **Enabling communities and schools:** Funding expertise and equipment to make tennis accessible to all through LTA delivered programmes
- **Developing facilities:** Improving access to tennis by developing, often neglected, facilities and courts.

The LTA TF are in the exciting, early stages of our fundraising journey and we are looking to recruit our first Philanthropy Manager, to support the Fundraising Lead in delivering our plan and taking a particular lead on managing our relationships with High Net Worth Individuals (HNWIs).

We are fortunate to have an impressive, and growing, portfolio of prospective major donors and this role will be responsible for further prospecting, the cultivation of gifts, and stewarding of HNWIs – ensuring we build high impact relationships that help us to achieve our ambitious financial targets. While major donors will be your focus, as a small team, you will also play an important role in supporting the Fundraising Lead with a significant programme of wider activity within our fundraising plan.

We are looking for a highly motivated and results driven fundraiser, with demonstrable experience in securing major gifts from individuals, exceptional interpersonal skills and a passion for the power that sport can play in improving lives.

Although the Philanthropy Manager will be employed by the LTA, which brings the opportunity to utilise the significant infrastructure and resources of a large organisation, your work will be dedicated to the LTA Tennis Foundation.



Key Accountabilities

- Work with trustees, senior colleagues, existing donors and others to fully maximise the LTA TF's significant networks to identify and cultivate new major donor prospects.
- Manage our existing portfolio of major donor prospects and donors with integrity, with an aim to build long-term meaningful partnerships.
- Provide tailored and thoughtful donor stewardship that bring our donors closer to the LTA TF's mission.
- Ensure effective management of donors and prospects via our Salesforce database.
- In conjunction with the Communications & Content Manager, produce compelling and creative proposals, progress updates and stewardship communications.
- Working with other colleagues and third parties, lead on the development and delivery of major donor cultivation and stewardship events (including hospitality opportunities at LTA major events) ensuring new prospects and existing donors have the best possible experience of the charity.
- Treat donor information with integrity and sensitivity, by maintaining high quality, up to date records on Salesforce and always complying with Charity Law, The Fundraising Code of Practice and Data Protection regulations.
- Provide support to the Fundraising Lead with our significant programme of broader Fundraising activity, which could include:
 - The development and delivery of an individual donor (one off and regular) programme;
 - Activation and fundraising at LTA major events (via hospitality and event attendees);
 - The development and delivery of fundraising activity with the 'tennis community';
 - The development of a legacy giving programme;
 - The development and delivery of a corporate partnership programme.

Person Specification

Previous Experience of:

Working in a philanthropic/major donor fundraising role.	<i>Essential</i>
Personally managing a portfolio of major donors, from cultivation to securing gifts (totalling at least a six-figure sum)	<i>Essential</i>
Managing HNWI donor boards and/or funding circles	<i>Essential</i>
Building strong relationships with internal and external stakeholders	<i>Essential</i>
Influencing others through strong interpersonal and communication skills.	<i>Essential</i>
Preparing high quality proposals and other written material for donors.	<i>Essential</i>
Developing and delivering cultivation and stewardship events for a HNWI audience	<i>Essential</i>
Utilising databases to manage donor pipelines	<i>Desirable</i>
Developing and understanding budgets, demonstrating the ability to prioritise.	<i>Essential</i>

Knowledge, Training & Qualifications:

An interest in, and understanding of, the sporting and charitable sectors.	<i>Essential</i>
Knowledge and understanding of relevant regulations relating to fundraising in the UK	<i>Essential</i>
Knowledge and experience of Salesforce	<i>Desirable</i>
Excellent IT skills (Word/ Excel/ PowerPoint/Outlook).	<i>Desirable</i>

Personal Attributes (Our Values)

<i>Inclusion</i>	• Create an environment where people feel safe and welcomed. • Value people's differences and believe they make us stronger. • Take the time to learn more about inclusion and remove any current or potential barriers.
<i>Teamwork</i>	• Able to work on own initiative and appreciate the high level of accountability. • A great leader and motivator of others. • A great communicator both internally & externally. • Always prepared to work collaboratively.
<i>Integrity</i>	• A high degree of emotional intelligence and self-awareness, with the ability to adapt style to meet the needs of the audience. • Will always suggest improvements to ways of working. • Will be comfortable challenging groups or individuals to ensure high levels of work. • Treats others as you wish to be treated. • Commitment to promoting and upholding the highest standards of safeguarding for children and adults at risk.
<i>Passion</i>	• A genuine passion for people and good customer service ethic. • Highly proactive with a 'can-do' attitude • Hard working & driven to succeed and achieve our mission.
<i>Excellence</i>	• Always aims to achieve the best possible outcome. • Develops plans based on best practise and previous experience. • Seeks support from colleagues to improve outcomes. • Will be happy to take the more challenging route if it results in higher quality outputs.

Life at the LTA

The LTA, through its vision 'Tennis Opened Up', is committed to creating an inclusive environment where all colleagues feel included and a strong sense of belonging. We particularly welcome applications from people from ethnically diverse communities, deaf and disabled people, members of the LGBTQ+ community and people with lived experience of the UK's many and varied communities.

Read some of our colleague testimonials below and find out more about our LTA benefits [here](#)

"As a new mum, I've appreciated the LTA's newly enhanced benefits, which have supported me during maternity leave and in my return to work. In total, I have been with the LTA for four years and love the diversity of my role."

"Everyone's respected in terms of the culture, ethnicity, and the background, so you don't feel unequal in any capacity. I remember how supportive my team had been during Ramadan, being fully understanding of its requirements and flexible with my work schedule."



“As a new starter at the LTA, my experience has been overwhelmingly positive. Being a tennis fan, I was excited to join the organisation, and from day one, I’ve been impressed by everyone’s dedication to our mission of “Tennis Opened Up”, as well as promoting diversity, inclusion, and sustainability”

