

**The London
Community
Foundation**

Philanthropic Grants Manager



Welcome

Thank you for your interest in joining The London Community Foundation (LCF). Our mission is to tackle inequality by supporting a diverse civil society serving London's communities. We do this by amplifying the needs of London and inspiring donors to support them. Our work spans across company and individual philanthropy as well as public sector funds – supporting charities working to reduce problems such as violence against women and girls, homelessness, food poverty and young people at risk of gang violence.

Every role at LCF is critical to our mission, including this job. Inside this pack you will find information about the Philanthropic Grants Manager role and more about our work.

To represent London in all its glorious diversity, our people must reflect our work. At LCF we are committed to challenging ourselves to be more inclusive and diverse in how we operate. This includes our recruitment experience. We have a series of commitments to help us attract diverse talent and throughout our recruitment process, we will:

- Ensure a diverse interview panel wherever possible
- Provide additional accessibility support for applicants, where requested
- Share first stage interview questions with candidates beforehand
- Never ask for your current salary or degree level education
- Provide an opportunity to meet members of the team
- Always advertise the salary for our vacancies (#ShowtheSalary)
- Seek active feedback from you on the recruitment experience

With my thanks and best of luck with your application,
Kate Markey
CEO, The London Community Foundation



About LCF

Our Vision

Our vision is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in their city, leading the way in social action and philanthropic activity.

Our Mission

Our mission is to inspire the Capital's generosity and invest in frontline, civil society organisations to help build strong and connected communities.

Our People

We are committed to growing LCF's representation of London's communities. Our team and Board come from diverse backgrounds bringing a range of skills, experience, and perspective – unified by their ambition for London.





one
game
one
community

For more information on our
grant programmes and way
of working please see:

www.londoncf.org.uk

Background



Our experience has shown us that communities often characterised as poor, and disadvantaged are rich with ideas and assets. Charities, social enterprises, and community groups that spring from the communities they are trying to help often have a deep understanding of the gaps that need filling. They know what works, how to gain trust and build lasting relationships.

LCF was founded in 1995 and we have made grant awards

totalling over £100m. Our annual grant making has grown to circa £9m (pre-COVID).

Our grant awards are typically made to small charities and community groups who understand issues at a local level, but whose existence is generally below the public radar. The grant awards can address a range of community-related issues such as child poverty, unemployment, isolation, homelessness, domestic abuse and violence

affecting young people.

LCF is one of 47 Community Foundations in the UK. Last year the UKCF network made £175M in grants, making it the fourth largest grant maker in the UK, and holds an endowment value of over £700M. During COVID, the network has been privileged to be the preferred delivery partner of the National Emergencies Trust which has deployed almost £100m.

Impact Strategy

How we think about impact for London's civil society and our funding partners



Role Description

Philanthropic Grants Manager

Reporting to:

Head of Grants and Impact

Job family:

Grants and Impact

Direct reports:

None

Contract:

Full time (35 hours per week)

Permanent

Brixton, London (flexible working available)

Role Purpose:

- Manage a portfolio of donors and their donor advised funds
- Research and prepare compelling cases for support for donors and lead on subsequent grant making
- Work closely with the LCF Development Team to lead on the expansion and learning of the philanthropy advice service for donors
- Work closely with colleagues to contribute to LCF's learning and promotion of its impact
- Contribute to amplifying the needs of London's communities and its civil society
- Promote the value of LCF as a community foundation

Salary

£32,000 to £40,000 per annum, dependent upon experience

LCF is proud to be affiliated to and support:



Registered with



FUNDRAISING
REGULATOR



UK COMMUNITY
FOUNDATIONS

MEMBER



Key Duties and Responsibilities

Job description:

Donor account management

- Lead on the management of specific donor advised funds – these are usually offered by specific invitation rather than on an open invitation
- Manage delivery of funds; from due diligence, making recommendations, monitoring impact, and communicating with the donors
- Assess and recommend grants or donations, working closely with Finance and Development departments, according to LCF's policies and protocols
- Work closely with the Development Team to ensure a high quality, but cost effective and efficient, service is delivered
- Provide a proactive, efficient and informed philanthropy advice service for donors who want to give to London, including public, private and individual charitable programmes
- Work closely with the LCF Development Team to support work with new donors and renewals

Community research and funding

- Respond to donor briefs by researching community organisations, issues and causes, to make recommendations on organisations to invite to apply through reports and presentations
- Undertake research through the LCF database (Salesforce), desk based/external

sources, and with colleagues, to identify community organisations in line with donor briefs

- Manage, monitor, evaluate and report on the impact of grants and donations

Service development and learning

- Take an operational lead on developing and improving our donor advised fund service
- Work closely with LCF Development, Grants & Impact and Finance Teams to develop and embed new processes and protocols

Key measures for success:

- Positive feedback from donors on quality of service provided
- Effective collaboration within LCF around LCF's various ways of giving, recommending improvements to donor-advised service where appropriate
- Increased diversity of civil society organisations supported by LCF's philanthropic services
- Well-managed, high-quality and cost-effective service to donors in line with their wishes and LCF's policies
- Foster effective collaboration with LCF's wider Grants and Impact Team to support donors' knowledge of civil society organisations, London's needs and LCF's work as a community foundation

Organisational

- Champion and advocate for LCF's vision, mission, values and approach internally and externally
- Contribute towards the impact of LCF
- Embed learning and feeding into continuous improvement and development of LCF's services
- Ensure all relevant data is collected and analysed to be able to fulfil our monitoring and reporting requirements
- Manage workload, and be accountable for workload through the use of Salesforce dashboards and other tools used by the team

Any other tasks which are commensurate with the role which may be required. This might include occasional work or events in the evening / out of regular working hours



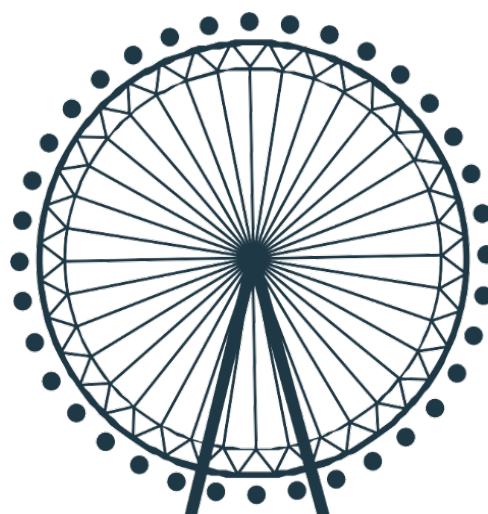
Skills, Experience & Knowledge

Essential:

- Experience of working in philanthropy services, or charitable programmes, within public and/or private institutions, or a family philanthropic setting
- Excellent relationship management skills and commitment to good service
- Excellent communication skills – ability to summarise information, with clear, concise recommendations
- Experience of conducting research, analysing data in response to a brief, and ability to assimilate information quickly
- Analytical skills to review and assess data to inform decisions
- Ability to work independently, with confident decision making
- Enterprising, with the ability to support LCF to develop its donor advised fund model to achieve greater efficiency
- Excellent time management, organisational skills and an ability to manage different projects concurrently
- Strong interpersonal skills, enthusiasm, and ability to work well as part of a team, including when under pressure of timescales and competing priorities

Desirable:

- Understanding of the different models of grant-making, including open and by invitation, and where these different models are best deployed
- Experience and/or an appetite to grow a new service to create social impact, including monitoring time, cost and stakeholder feedback
- Understanding of social issues, civil society and need in London
- Use of Salesforce, or equivalent customer relationship management database
- Experience of working in, or with, the voluntary and community sector
- Understanding of private philanthropy and vehicles for giving, including community foundations



How to apply

To apply to become The London Community Foundation's Philanthropic Grants Manager, please submit your **CV and cover letter** to jointheteam@londoncf.org.uk by Tuesday 11 January at 23:59. **Please clearly outline your experience and how you meet the requirements of the role by addressing each point in the Person Specification within your cover letter.**

Please let us know if you will require any special provision because of any disability, should you be called for interview.

At LCF, we are committed to ensuring that how we are governed, our team and our partnerships all reflect the true diversity of London. We need to challenge ourselves and be challenged. We will fall short at times, but we will continue to learn and to support proactive long-term change for grassroots organisations and the communities they serve.

LCF is committed to increasing accessibility for people from diverse backgrounds to join its team. We seek to collect equalities data at the first stage of application so we can analyse and challenge where and how we recruit. We encourage candidates to complete our [diversity monitoring form](#) for this reason. Equalities data is collected and stored separately to applications to adhere to data regulations. We aim to appoint the most suitable candidate at all times, and welcome applications from people from all different backgrounds.

Recruitment Timetable

- **Deadline for applications:** 23:59 on Tues 11 January 2022
- **First Interview:** Thurs 20 January 2022
- **Second Interview:** Weds 26 January 2022

Staff from a Black, Asian and minority ethnic (BAME) background are currently under-represented within the Grants and Impact Team, therefore we actively encourage, and will commit to interview, all applicants from a BAME background who meet the minimum essential person specification. We invite any candidates who identify themselves as from a BAME background to state this as part of their cover letter, alongside addressing each point in the person specification.

First interview: This interview will focus on skills and experience for the role. In line with our commitment to supporting candidates, you will receive the questions 24 hours before the interview along with details of joining a virtual interview via Zoom on 20 January 2022.

Second Interview: Candidates who score the highest in the skills and competencies of the role will be invited back for a second interview on 26 January 2022. The second interview will focus on values and culture at LCF. We are planning for the second interview to be held in person unless Government restrictions at the time advise against this.

Queries

If you have queries on any aspect of the appointment process, need additional information or would like to have an informal discussion about the role, please contact Sarah Easby, Head of Grants and Impact via email: jointheteam@londoncf.org.uk