



Job Description

Development Relationship Manager

Reports to: Executive Director

Salary: £27,000 - £30,000 pro rata, depending on experience

Pension: 3% employer and 5% employee pension contribution

Working Pattern: Fulltime, 40hrs, Mon-Fri with some weekend / evening work

Contract type: Fixed Term - 12 months Contract

Start Date: At your earliest availability

Holiday Entitlement: 25 days/year, plus public holiday

Employer: The WOW Foundation

Place of Work: The WOW office is based in King's Cross, London. Staff are required to come into the office on Tuesdays and Wednesdays. The remainder of the week can be worked either remotely or in the office. All reasonable flexible and remote working requests will be considered.

ORGANISATIONAL OVERVIEW

The WOW Foundation was established in May 2018 to run the activities of WOW - Women of the World.

WOW is dedicated to building, convening and sustaining a movement of people of all genders who believe a gender equal world is both desirable and possible. The WOW Foundation produces festivals, events and programmes independently and in partnership - they are catalysts for change, celebrating what women, girls and non-binary people have achieved, having frank conversations about the obstacles that still exist and creating solutions together.

The first WOW Festival took place in 2010 and numerous further festivals have been held since then across six continents and in different regions of the UK. The WOW Foundation became independent in 2018 in order to further build and extend the WOW movement. We currently have festivals in many parts of South Asia, Australia, USA, Turkey, Brazil, as well as ongoing plans in Rotherham, Manchester, and Scotland.

Since Coronavirus changed the way we live and work in early 2020, The WOW Foundation has pivoted its work to become digital producers, creating online programmes independently and in partnership.



WOW's flagship UK festival will return to the Southbank Centre 11-13 March 2022, alongside a digital programme available to audiences worldwide.

ROLE OVERVIEW

Development Relationship Manager is responsible for overseeing WOW's funding accounts across individual major donors and corporate partners. The role will require excellent communication skills to build individual relationships with key stakeholders and deliver a tailored engagement plan in line with their funding requirements.

Working alongside WOW's programming team, this role will be responsible for delivering a rolling programme of donor benefits including producing regular development events and special receptions.

The ideal candidate will have experience in project management with client focused relationship building. This role would suit someone who is confident leading communication with a range of key stakeholders and coordinating high profile events. The successful candidate will be expected to bring their previous experience to hit the ground running.

KEY RESPONSIBILITIES

EVENTS MANAGEMENT

- Lead on production of development cultivation events including:
 - The annual Bloomberg VIP Dinner at Southbank Centre in lead up to WOW London 2022
 - Clarence House International Women's Day reception
 - Bespoke internal International Women's Day event for Bloomberg employees
 - Bespoke internal International Women's Day event for Mastercard employees
 - Working with the programming team to produce a series of bespoke events internally for businesses and their employees to coincide with International Women's Day and WOW London 2022
 - Associated WOW London 2022 partner private receptions

- Produce monthly Sunday Night Salons; WOW's rolling series of digital panel events for donors
 - Work with WOW's programming team to curate content and confirm relevant speakers to engage existing and prospect donors
 - Previous Sunday Salon speakers include comedian Ruby Wax, author Kate Mosse and illustrator Laura Dockrill

- General development event production would include:



- Managing guest lists and invitation process, including tracking RSVPs and Formalising event programme including confirming speakers & running order
- Coordinating briefing notes for guest speakers
- Managing external caterers & production crew
- Coordinating VIP guest lists
- Coordinating invitations & tracking RSVPs
- Following up after the event with individual guests with tailored messaging

RELATIONSHIP MANAGEMENT

- Lead communication with WOW's Global Founding Partner Bloomberg and Global Partner Mastercard. This could include:
 - Being the first point of contact, responding to any queries in a timely manner
 - Coordinating sign-off on logo visibility, branding and funder accreditation
 - Coordinating guest speakers to appear in WOW's festival programme
 - Coordinate complimentary tickets & guest list access to WOW public events
- Manage communication and benefits delivery for WOW's growing portfolio of corporate partners.
 - Be the first point of contact with key stakeholders, answering queries in a timely manner
 - Work closely with WOW's programming team to deliver partner benefits on a case by case basis
- Ensure the highest standards of donor stewardship for WOW's existing and prospect individual major donors.
 - Deliver a tailored engagement plan for donors at every level
 - Respond to email and telephone enquiries in a timely manner
 - Direct prospective partnership opportunities to relevant members of WOW team
- Maintain meticulous funder and prospect history records and files in the CRM
 - Track all communication between funders and update relevant funding pipeline

FUNDRAISING COMMUNICATIONS

- Oversee WOW's individual giving scheme - WOW Changemakers.
 - Work with the marketing team to develop WOW's Changemaker scheme to increase regular online donations and create campaigns to promote scheme online and in person at events
 - Oversee fundraising targets set against online fundraising campaigns in lead up to WOW London 2022
 - Lead communication with all existing Changemakers, responding to any email queries in a timely manner



- Work with the marketing and communications team to ensure WOW's wider charitable fundraising message is clearly communicated. This could include:
 - Feed into creation of fundraising videos with visible influencers
 - Creating copy for WOW monthly newsletters

GENERAL DEVELOPMENT ADMINISTRATION

- Carry out monthly development budget meetings with Finance team to cross-reference income and expenditure
- Basic financial administration; including invoicing, gift aid records and tracking donation receipts
- Provide administrative support for senior leadership team where required financial

PERSON SPECIFICATION

ESSENTIAL

- At least three years' experience in project management including client facing roles
- Experience in event production, managing relationships with a range of external stakeholders
- Interest in arts and culture, the work of WOW and a passion for gender equality
- Excellent verbal communication skills
- Exceptional organisational skills with an ability to prioritise competing deadlines
- Financially literate, with knowledge of basic budgeting tasks, including the ability to track donations across varied income streams
- High level of attention to detail
- Excellent people skills
- Positive attitude and a 'can do' approach
- Be committed to achieving high standards with the resources available
- Creative, innovative and solutions focused
- Excellent ICT skills including Word, Excel, PowerPoint, Google Drive

DESIRABLE

- Experience in a development role within an arts or charitable organisation
- High-level administrative skills, ideally from within a cultural sector environment
- Experience using Salesforce, MailChimp (or other similar CRM systems)



This job description is a guide to the nature of the work required, not an exhaustive list of duties. WOW may, at any time, allocate other tasks which are of a similar nature and level.

HOW TO APPLY

Please send a CV plus a covering letter (no more than two pages) or a video (no more than three minutes) outlining why you are a good candidate for the role to recruitment@thewowfoundation.com by 5pm on 21st November 2021. We also ask applicants to complete an anonymous Equality and Diversity Form [here](#). Please note that you are not obliged to complete any or all sections of this form.

Interviews will take place w/c 29th November in person at WOW's offices in King's Cross, London.

At The WOW Foundation we believe that collective contribution inspires a better, healthier and creative world. That is why it is at the heart of everything we do. We know that our differences enrich every part of our organisation and those we engage with, and create a culture based on equality of opportunity. We're committed to creating an environment of mutual respect where equal employment opportunities are available to applicants without regard to race, religion, sex, pregnancy status, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, and any other characteristic protected by applicable law.

We aim to drive positive engagements that create and foster a diverse and inclusive environment and we seek to recruit, develop and retain the most talented people from a diverse pool of candidates.

We believe that we must recruit the best person for the job and that discrimination sometimes prevents this from happening. We recognise that because of systematic inequality, some people may have missed out on chances to gain experience. WOW operates a guaranteed interview scheme for any applicants who meet the job specification and declare a disability in their covering letter/video application. We will provide any relevant support required for interviews, for example BSL interpreters, upon request.

Candidates will be selected based on merit, however in the event of a tie or two equally matched candidates we will select the candidate with lived experience of the issues, communities and causes WOW is seeking to address through our work and festivals. We are an organisation that welcomes everyone and it is important to note that the intersections of your identity will not increase or affect the amount of labour (both work labour and emotional labour) you are asked to do. If you wish to draw on your own lived experiences that will be both encouraged and supported, but it is not nor ever will be a prerequisite of this role.