

Friends of the Earth – Job Description

Job title	Senior Philanthropy Officer
Reporting to	Philanthropy Manager
Team	Major Partnerships
Career stage	D
Contract type	12 months Fixed Term Maternity Cover
Location	Flexible
Line management	Philanthropy Officer (1 FTE)
Purpose of the role	
<p>The Major Partnerships Team manages relationships with major and high value donors, trusts and statutory funders and corporate partners. This role focuses on major donor relationships and personal trust donor and actively manages their own portfolio of current major donors and prospective donors. The role manages the Philanthropy Officer works closely alongside a Prospect Research Officer, Events & Stewardship Officer and a Team Assistant, who have cross-team functions within the Major Partnerships Team.</p>	
Key responsibilities and tasks	
<p>Relationship Management:</p> <ul style="list-style-type: none"> • Manage a portfolio of current donors, focusing on cultivation, stewardship, and uplift strategies, and matching donor interests to projects. They will work with colleagues across the organisation, including campaigners and members of SLT, ensuring that priorities are balanced with funding needs. • Manage a portfolio of prospective donors, working with the Prospect Research Officer and Stewardship Officer to qualify individuals and identify cultivation opportunities to convert them in to major donors (giving £2,500+). • Line manage a Philanthropy Officer who is responsible for a portfolio of current and prospective donors • Ensure excellent relationship management through written and in-person communications, for example, writing emergency announcement emails, drafting proposals and preparing narratives and budgets, and working with colleagues at all levels to carry out donor meetings. • Contribute to the creation of major donor strategy, systems and processes. • Manage Friends of the Earth’s donor giving circle, Friends for the Future. • Keep accurate and up to date communications and data information on the database (currently CARE, soon to be moving to Microsoft Dynamics). • Use philanthropy and Individual Giving trends to plan relationships with major donors, conduct research, and identify prospective major donors, new fundraising techniques and engagement strategies. • Provide yearly and quarterly, phased income and expenditure forecasts. • Feed into the strategic direction of the Major Donor Programme. <p>Working Cross Functionally:</p> <ul style="list-style-type: none"> • Work across teams and departments, and develop excellent working relations with colleagues, to develop proposals and reports for donors, as well as other donor touch points, for example, working with finance colleagues to develop budgets; the data team to develop mailing briefs; and IG to develop matched funding appeals. • Maintain excellent relationships with campaigning colleagues to keep abreast of 	

funding opportunities and report on impact.

- Work collaboratively across Major Partnerships team to share information; further leverage individual donor relationships; and input into the Major Partnerships events and communications programme.
- Provide strategic and logistical input to the Big Give matched funding appeals.
- Alongside the Philanthropy Manager, work with the FOE Board, the Board Chair, the Co-Executive Directors, and members of SLT to identify and manage existing and prospective donor relationships.
- Alongside the Events & Stewardship Officer, sponsor and deliver a series of major donor cultivation and stewardship events.

Person specification

Essential:

- Demonstrate creative, genuine and thoughtful ways to engage (current and prospective) donors.
- Understand or determine what motivates people to give.
- Have the confidence to build relationships, and act as an interpreter between donors and colleagues right across our complex organisation from campaigners to the CEO.
- Be at ease when working with a wide range of stakeholders such as C-level executives, and be comfortable addressing small groups and large audiences.
- Experience in securing five-figure and/or multi-year gifts or major accounts in other sectors.
- Demonstrate an understanding of High Value programmes.
- Demonstrable experience with fundraising databases and understanding of fundraising data needs.
- Have strong team work and collaborative skills.
- Demonstrate a passion for the work of Friends of the Earth.
- Excellent organisational and planning skills and an ability to manage competing priorities.
- Strong and persuasive written and verbal communications skills and the ability to listen.
- Be resilient and resourceful with high levels of energy.

Desirable:

- A sound understanding of fundraising techniques and processes, including moves management.
- Demonstrable experience of increasing gifts over the course of managing accounts or relationships.
- Previous experience of working with Direct Mail colleagues to transition donors from an Individual Giving pool to High Value/Major Donor pools.
- Line management experience.

Date approved	2019
Date reviewed	13/03/23

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management

Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.