

18 March 2024



Events and Stewardship Manager – Global Returns Project

Job title: Events and Stewardship Manager

Job type: Full-time preferred, part-time possible

Salary: £26,000 - £31,000, depending on experience

Location: Hybrid working. Full-time arrangement involves minimum 2 days per week in-person at a private members club in Covent Garden, the heart of London. Part-time arrangement of 4 days per week also possible.

Benefits: 25 days' holiday allowance, flexible working, occasional 1-2 days extra holiday for Christmas period. Access to world-class experts in climate science, sustainability, finance and more.

Reports to: Chief Project Officer at the Global Returns Project

Timetable: Candidates will be considered on a rolling basis

Preferred start date: 1 May 2024

Introduction

Less than 2% of global philanthropy goes to climate mitigation. We're working to change that.

The Global Returns Project is a UK-registered charity. Our mission is to make high-impact climate philanthropy normal and easy in financial planning, investment management and corporate social responsibility. Our vision is a world where the best climate charities have the funding to deliver vital solutions, especially before 2030.

Our plan is two-fold. First, we've made high-impact climate philanthropy *easy* by assembling and reporting on a diverse portfolio of the world's best climate charities. Second, we're making that philanthropy *normal* in sectors where it plays almost no role today. To do this, we partner with financial advisers, investment platforms, investment managers and corporate social responsibility teams.

We have made remarkable progress since launching in October 2020. We've already raised over £800,000 for our portfolio of charities and partnered with over 30 financial institutions and businesses. From last year to this year, we *more than doubled* the amount we raised for our charities.

And we're just getting started. We are ready to scale up rapidly and make a difference during this 'Decisive Decade' for our planet. This is an exciting opportunity to join our fast-moving, friendly and positive climate start-up as we enter a critical high-growth phase.

What we are looking for

We seek an exceptional and detail-oriented communicator to plan our fundraising events and nurture our vital relationships with donors, journalists and foundations.

The ideal Events and Stewardship Manager will enjoy the intricacies of coordinating the various events that build and sustain our relationships with supporters and potential supporters

They will find joy in thanking our donors and ensuring they understand the full impact of their support. They will see a donor of any size as an opportunity to broaden GRP's community and secure even more significant donations in future.

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The ideal candidate will approach C-suite executives and other industry leaders with confidence. They will think creatively about how to secure press coverage for our campaign and relish the challenge of communicating effectively with trusts and foundations.

Successful applicants will excel in multitasking and meeting ambitious deadlines in a fast-paced start-up work environment.

While selection will be based on merit, we recognise the importance of elevating underrepresented voices in climate action. We encourage applications from people with disabilities and people who are from ethnically or culturally diverse backgrounds from across the UK.

Professional experience required

Minimum 1 year of professional experience, ideally within the charity sector in a relevant field (stewardship, philanthropy, development, etc).

Skills required

Event planning experience
Excellent written and verbal communication skills
Very high attention to detail
Time-management and self-organisation
Ability to take initiative, identify problems, and solve them creatively
Understanding of, and passion to address, climate change and biodiversity loss

Skills preferred but not required

Journalism or PR experience
Grant-writing
Understanding of UK trusts and foundations sector
Understanding of the financial services industry
Customer Relations Management (CRM) experience (Salesforce, etc)

Main duties and responsibilities

Event planning (30% of work)

Lead coordination of GRP fundraising events for various target audiences, including large panel discussions, small/medium-sized networking events
Coordination of venue hire, panellist outreach, invitation design/distribution/follow-ups, guestlist tracking, name badge production, preparation on the day and oversight, etc
Assistance with broader strategy for event themes, formats, locations and timeline

Donor stewardship (30% of work)

Relationship-building with individual and corporate donors to:
 GRP's portfolio of climate charities (portfolio funding)
 GRP's operating costs (core funding)
Assistance with impact report production; coordination of report distribution
Coordination of donor thank-you notes, newsletters, webinars, feedback solicitation, etc.
Develop comprehensive donor stewardship journey to ensure donors fully understand their impact and develop a deeper connection to GRP

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Public relations (20% of work)

Maintenance and growth of GRP's database of journalist contacts
Drumbeat communications with journalists, including press releases and e-alerts
Identification of podcast, interview, and article-writing opportunities for GRP team
Other creative engagement with media, including press events/conferences

Trust and foundations coordination (20% of work)

Identifying, researching and engaging with potential trust and foundation core funders (for GRP's operating costs)
Writing and submitting persuasive grant applications and evaluation reports to GRP's existing/potential core funders
Supporting Chief Project Officer in presentation and pitching of GRP's upcoming comprehensive campaign for multi-year core funding
Assistance with calls, meetings and presentations with potential core funders

To apply:

Applicants should send both a CV and cover letter to the Chief Project Officer, Jack Chellman. Applications without a cover letter will not be considered. Please include the name, email and phone number of a reference we can contact. Applicants must be available to interview in London.