

PHILANTHROPY OFFICER

Job type: Full-time

Salary: £32,000-34,000, depending on experience.

Location: Centrally located, light and airy office on Regent Street, London. Hybrid working: estimated 3-4 days per week in the office. Occasional evenings may be required for events.

Benefits: 25 days' annual leave, plus statutory bank holidays. Occasional 1–2 days' additional paid leave over the Christmas period. Flexible working.

Reports to: Chief Partnerships Officer

Timetable: Applications will be reviewed on a rolling basis; early application is encouraged.

Preferred start date: 7 September 2026

Other: Applicants must have the right to work in the UK. Global Returns Project is an equal-opportunities employer.

Introduction

Hope is here. The Global Returns Project (GRP) is a UK charity unlocking new philanthropy to deliver urgent solutions for our planet.

We are a fast-moving nonprofit that makes donations to high-impact nature and climate charities simple – and we don't take any fees. We've already mobilised £3 million for top environmental solutions and are working to unlock at least £30 million annually by the end of the decade.

We are growing quickly: Last year's annual fundraising was nearly triple the previous year.

The problem: Charities protecting our planet can turn the tide on climate change and nature loss. They have the skills, strategies and networks to deliver fast and global impact. But less than 2% of philanthropy goes to climate mitigation.

Our solution: In the UK alone, around £2 trillion sits with "HNW+" individuals – those holding between £100k and £30 million. Yet traditional philanthropy largely overlooks them. We're unlocking this funding by offering trusted, pro bono advice and a simple, portfolio approach to giving. Our expertise in UK wealth advice offers a unique path to scalability and systems-change.

What we are looking for

We're looking for an organised, proactive Philanthropy Officer to support our work engaging high-net-worth individuals and the wealth advisers who refer them to our work, maintaining a strong pipeline of partners and donors.

You'll support prospecting and, where appropriate, outreach and relationship management across wealth adviser partnerships, helping to grow our referrals and giving channels. Alongside this, you'll help coordinate the logistics and admin behind our Planet Adviser Network, helping build and sustain the pool of wealth advisers collaborating with us.

On the HNW side, you'll support contact mapping across GRP's donors, contacts and Board to help identify high-net-worth individuals and families, and support relationship management with them when appropriate.

The ideal candidate will be excited to take on admin and logistics for major donor stewardship: including our Planet Leadership Circle, support of big and small HNW events, helping produce major donor impact materials (including reports), and other stewardship touches.

Finally, you'll support the admin and logistics for our existing Ambassador programme and help us recruit new ambassadors whilst engaging with existing ones.

Opportunities for greater strategic responsibilities are possible depending on the candidate's experience level.

You'll thrive in a small, fast-moving team – taking initiative, being collaborative, and contributing to shared goals. Crucially, you'll care deeply about climate and nature.

Professional experience preferred: Some professional experience in fundraising and HNW philanthropy (as a guide, likely 1-3 years)

Skills required

- Strong understanding of climate change and biodiversity loss
- Excellent 'client-facing' skills, including support for outreach and relationship management
- Strong admin and logistics skills, comfortable coordinating multiple moving parts
- Ability to produce polished donor-facing materials (reports, stewardship pieces)
- Prospecting and research
- Excellent written and verbal communication skills
- Team-player with a collaborative working style
- Time management and self-organisation
- High attention to detail

Skills preferred but not required

- Experience supporting corporate or adviser partnerships
- Experience with event logistics, particularly HNW or donor events
- Experience with ambassador, advocate or membership programmes
- Interest in building relationships with wealth advisers, family offices and/or private-client teams

- Digital literacy and confidence using online tools

Main duties and responsibilities

Philanthropy (HNW engagement and stewardship)

- Support contact mapping to identify HNW individuals and families within GRP's donors, contacts, Board and wider network.
- Support relationship management with HNW individuals where appropriate, working alongside the wider team.
- Handle admin and logistics for major donor stewardship, including our Planet Leadership Circle of major donors.
- Produce major donor impact materials, such as reports and other stewardship touches, to keep supporters engaged.

Partnerships (wealth adviser and corporate)

- Prospect new corporate and adviser partners to help build GRP's pipeline.
- Support outreach to corporates and advisers where appropriate and help manage these relationships day-to-day.
- Coordinate the logistics and admin behind our Planet Adviser Network of individuals with wealth advice clients, keeping it running smoothly.

Accelerants (events and travel)

- Coordinate major Global Returns Project events, including large fundraisers and smaller HNW dinners, in conjunction with events strategy set by wider team,
- Oversee admin and logistics for strategic travel conducted by others on the GRP team, including to high-value fundraising geographies like the US, Switzerland, and the Channel Islands.

Audience-building

- Support the growth of the Ambassador programme through admin and logistics for recruiting new Ambassadors.
- Support engagement with existing Ambassadors, handling the admin and logistics behind their activities.

To apply

Applicants should apply via CharityJob with both a CV and cover letter addressed to the CEO, 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.