



envision

Philanthropy Manager

Application Pack

Deadline: 17th May

Philanthropy Manager

- **London, Birmingham or Bristol**
- **Permanent, part-time- 2.5 days a week** (spread across 3-5 days)
- **£20,500–£23,000 pro rata (£41,000–£46,000 FTE equivalent)**
 - plus £2k London Weighting (pro-rated) where applicable
- **Hybrid working**
 - one day per month in regional office
 - + expectation to travel in and across regions for ad-hoc donor meetings/events and team training

Envision actively encourages applications from candidates from Black and Minority Ethnic backgrounds and from socio-economically less-advantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

We empower young people from less-advantaged backgrounds, who are often underrepresented in the world of work, to develop the Essential Skills and confidence they need to succeed.

We partner each team of young people, led by an Envision Programme Coordinator, with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

We create an equal partnership whereby young people bring the expertise of their chosen social issue and mentors bring the expertise of workplace skills.

Working towards their project goals and key milestones, young people build the Essential Skills and confidence proven to support their education, employment and well-being.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

Ammaarah,
Broadway Academy



We believe a young person's background mustn't determine their future.

We want to create a society where young people from less-advantaged backgrounds have an equal opportunity to build the Essential Skills and confidence needed to succeed in later life as their more privileged peers.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
(Skills Builder Partnership 2023)



About the role

At Envision, we empower young people from less-advantaged backgrounds to develop the Essential Skills (communication, creativity, determination and teamwork) and confidence needed to thrive at school, in the workplace and in life. We are a growing and ambitious organisation, driven by our vision of a society where a young person's background does not determine their future.

As our Philanthropy Manager, you will lead the development and stewardship of our major donor programme, playing a central role in securing and nurturing the significant philanthropic investment we need to fulfil our mission. You will join a supportive and collaborative team which has grown income year on year, diversified our income sources and embedded many long-term partnerships with our community of donors and supporters. You will champion the transformative impact of Essential Skills on young people from under-represented backgrounds, translating that impact into compelling asks that inspire high-net-worth individuals to give generously and sustainably.

About you

We are seeking an experienced major donor fundraiser who will bring a proven track record in cultivating, securing and stewarding five- and six-figure gifts from high-net-worth individuals (HNWIs). You will bring experience of identifying and cultivating new donors, and maximising funding opportunities through proactive, relationship-led fundraising.

You will be confident developing persuasive and inspiring proposals and written communications. Your outstanding communication skills will enable you to engage confidently and credibly with senior stakeholders, building lasting relationships based on trust. Highly organised, collaborative and proactive, you will have strong planning skills and the ability to manage multiple priorities effectively.

This opportunity is well-suited to an experienced major gifts fundraiser who thrives in relationship-led fundraising and is looking to advance their career within an ambitious, supportive and innovative fundraising team.



"At Envision, we believe that where you come from should never limit where you can go. Our Philanthropy Manager will be at the heart of making that possible – building the relationships and securing the investment that enables us to reach young people who need us most. This is a rare opportunity to join an ambitious, collaborative team and play a genuine role in changing young people's lives."

George, CEO

Responsibilities

Prospect and proposal development

- Identify and qualify new major donor (HNWIs) prospects through desk research, social media, events and network mapping
- Develop and maintain a well-researched prospect pipeline with clear next steps and timelines
- Create tailored engagement plans for all major donor prospects
- Represent Envision at networking events and donor-facing settings, building relationships with influential individuals and potential introducers
- Secure significant philanthropic gifts through compelling proposals, presentations and face-to-face asks, working towards an annual financial target

Donor stewardship and communications

- Maintain personalised, high-integrity stewardship for existing and lapsed donors, ensuring they feel valued and connected to Envision's impact
- Develop processes for timely and meaningful donor recognition, tailored to individual interests and giving level
- Produce high-quality written materials including bespoke impact reports, proposals and cultivation content
- Work closely with the Communications Manager to ensure major donor communications reflect Envision's brand
- Coordinate donor engagement opportunities, including events, programme visits and meetings with young people and senior leaders

Internal collaboration

- Build strong internal relationships across Envision, collaborating on new opportunities and existing donor stewardship
- Be an active member of the Philanthropy and Partnerships team, contributing to projects and strategy
- Support the wider team to deliver collective income targets and share learning from major donor activity
- Work closely with the Finance team on budgets and monitoring major donor income and expenditure

Strategy and reporting

- Contribute to the annual income plan alongside the Director of Philanthropy and Partnerships
- Track and report progress against major donor income targets, identifying risks and opportunities and adjusting approach as needed
- Ensure all donor records, contact reports and pipeline data are accurate and up to date on Salesforce
- Monitor regulatory changes in the fundraising environment to ensure compliance and adherence to best practice

Person specification

Experience, knowledge, and skills	Essential/ Desirable	Demonstrated in Application or Interview
Experience of leading a major donor programme at all stages (from prospect identification to stewardship), with a proven track record of securing five- and six-figure gifts from high-net-worth individuals and working to an annual target	E	A & I
Demonstrable success in building and maintaining relationships with significant donors and prospects, with strong portfolio management skills	E	A & I
Experience of cultivating new relationships through networking, events and research	E	A & I
Experience of writing high-quality, compelling donor-facing materials including proposals, impact reports and bespoke correspondence	E	A & I
Strong project management skills – highly organised, able to work with initiative, collaborative and manage your own time to meet deadlines	E	A & I
Experience using a CRM system (e.g. Salesforce) for pipeline management and donor records	D	I
Understanding of, and/or lived experience of, the barriers that young people face that contribute to the education and employment gap	D	I
Competencies and values	Essential/ Desirable	Demonstrated in Application or Interview
Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Conditions and benefits

Terms and conditions

Remuneration	£20,500–£23,000 pro rata (£41,000–£46,000 FTE), plus £2k London Weighting (pro-rated) where applicable
Location	London, Birmingham or Bristol Hybrid with one day per month in regional office + expectation to travel in and across regions for ad-hoc donor meetings/events and team training
Contract Type	Permanent and part-time (2.5 days per week, spread across 3-5 days)

Employee rights and benefits

Pension	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus two weeks paid winter shut down over Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days (pro-rated).
Volunteering Days	Two days per year.
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm.
Summer Fridays	1pm finish on Fridays in July and August.
Bike to Work Scheme	Up to £1000 limit.
Enhanced Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave: 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave: 4 weeks full pay
Charity Mentoring Network	Opportunity for personal and professional development by mentoring another or being mentored by someone else.
Employee Eye Test	Envision will refund the cost of an annual eye test.
Charity Worker Discount	Receive savings and cashback on many personal purchases.
Employee Assistance Programme	Access to wellbeing and mental health support through our Employee Assistance Programme.
Extended Paid Leave	Once an employee has continually worked for Envision for five years, they are eligible for a six-week block of paid additional leave.

Application Process

To apply, please apply through [Charity Job](#)

Recruitment Timetable

Schedule	Milestone
Sun 17 th May (Midnight)	Closing date for applicants
Fri 22 nd May	Round 1 interviews (online)
Fri 29 th May	Round 2 interviews (in-person)

If you would like to have an informal chat about this role or if you need any further information before applying, our Director of Philanthropy and Partnerships, Robyn, would be really pleased to hear from you: robyn.mcallister@envision.org.uk.

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and wellbeing of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend safeguarding training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal safeguarding training may result in the role being withdrawn.

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