



<u>Position:</u>	Philanthropy Coordinator
<u>Salary:</u>	£25,000 per annum, plus 5% employer pension contribution
<u>Leave:</u>	25 days paid annual leave (rising by one additional day for each year of service up to 28 days) plus one day around your birthday or a key LGBTQI event, and days over the Christmas week
<u>Benefits:</u>	Enhanced sick leave, parental leave, and mental wellbeing support benefits
<u>Hours:</u>	Full-time (40 hours), occasional evenings for events, for which time off in lieu will be provided
<u>Location:</u>	London (hybrid) (two days/week in office)
<u>Reports to:</u>	Senior Philanthropy Officer

Background:

GiveOut is an award-winning international community foundation, with the mission to grow giving to support the global struggle for LGBTQI human rights. We advocate for more funding to benefit LGBTQI causes globally, fundraise to foster more giving by the LGBTQI community and our allies, and pool donations to provide grants and other support to LGBTQI organisations worldwide, to build a world where LGBTQI people everywhere can live their lives freely and fully.

Across the world, courageous activists are doing vital work to protect and improve the lives of LGBTQI people. But they lack resources and funding is fragile, especially in the Global South and East. Our global community and allies want to provide support, but it is not always easy to do so. GiveOut's purpose is to help address this urgent need by providing a platform for our supporters to give in one place to fund LGBTQI rights activism worldwide. We pool the donations we receive to provide flexible grants to LGBTQI organisations around the world, ensuring they have more of the resources they need to defend our communities, tackle inequality and campaign for lasting change.

An entry-level role, the Philanthropy Coordinator will be a key member of GiveOut's small team, with responsibilities in three main areas: helping with internal programme coordination, supporting colleagues on key donor relationships and fundraising, and taking the lead on community fundraising. They will be highly organised with a strong work ethic, enjoy organising events, and up for the challenge of raising lower level gifts from our community and allies. They will have the opportunity to develop organisational, project management and fundraising skills, learn about LGBTQI rights activism around the world, and see the impact of their work through the incredible LGBTQI organisations supported through GiveOut.

Main responsibilities:

Internal programme coordination

- Manage calendars, schedule internal meetings, help bring together agendas, book meeting rooms, and take minutes where required
- Help maintain internal documents using Google Workspace
- Work with colleagues on shared processes, including finance and reporting
- Contribute to a dynamic, fun and effective organisation

Supporting donor relationships

- Triage donor requests, responding where appropriate
- Schedule external meetings and calls
- Create and send invoices
- Ensure we have necessary information to claim Gift Aid on eligible donations
- Maintain database to ensure accurate donor information in GiveOut's CRM (Donorfy)
- Support on fundraising events and briefings, creating event plans, and managing invitation process
- Support travel, logistics and manage itineraries for international guests
- Support on reporting to donors on the impact of their giving, building donation reports from database, liaising with internal teams, and using templates to build reports
- Assist in donor research and prospecting

Community fundraising

- Lead on engaging lower value individual donors
- Organise fundraising challenges
- Offer guidance, materials, and support to individuals and groups organising their own fundraising activities
- Track regular monthly giving and contact donors to discuss any missed payments and re-establish regular giving
- Support the Donor Journey (automated stewardship journey for new individual donors, providing regular donor emails)
- Ensure accurate tracking and processing of community donations, including managing online fundraising platforms

What success look like:

- A well run philanthropy programme, with the systems and processes in place to support effective fundraising
- Strong donor relationships, with colleagues supported effectively to maintain and strengthen relationships with key and high-value donors
- Accurate and up-to-date donor database, with all donor information and donations accurately tracked and acknowledged
- A growing community of grassroots supporters and lower-value individual donors, through community fundraising initiatives
- A dynamic, fun and effective organisation that is respected and valued by supporters

Required attributes, skills and experience:

Must-have:

- Connection to GiveOut's vision, mission and values, with a commitment to the LGBTQI community
- High ethical standards and integrity
- Team player, with strong interpersonal skills
- Strong communication skills, written and verbal, confident in engaging with colleagues and external stakeholders
- Strong organisational skills, with ability to manage multiple tasks simultaneously
- Excellent attention to detail and time management
- Good working knowledge of using office software (documents, spreadsheets, presentations) and online calendar tools
- Highly motivated, with a strong work ethic

Desirable:

- Experience in organising and coordinating events
- Fundraising or relationship management experience
- Good working knowledge of Google Workspace tools
- CRM experience (Donorfy-specific training will be provided)
- Experience using MailChimp, MailMerge or other email marketing tool
- Working knowledge of GDPR