

Philanthropy Manager

- Job title:** Philanthropy Manager
- Salary:** £40,000 to £45,000 per annum (pro rata) depending on experience
- Benefits:** Annual leave package of 25 days annual leave (pro rata), + days off between Xmas and New Year + Bank Holidays + day off on your birthday, with an additional day per year up to a max of 29 days.
4-8% pension contribution
Flexible and hybrid working arrangements
Mental health and wellbeing support programme
- Hours:** 21 hours per week, with days and times of work to be agreed
- Contract:** Permanent
- Department:** Fundraising
- Report to:** Head of Fundraising
- Location:** London Islington hybrid arrangement with at least 1 day per week in the office, more expected during probation and induction period, but this is flexible with line manager agreement. Some travel may be required as part of the role.

About us

EIA protects our planet by investigating and campaigning against environmental crime and abuse. Our focus is the protection of wildlife, forests, oceans and climate. We turn the evidence we gather in the field into hard-hitting reports targeted at authorities who can make a difference, and campaign for new legislation, improved governance and effective enforcement. And we need you to help us do this!

This is an exciting time to be joining the EIA as we develop our five-year organisational strategy to defend the natural world from environmental crime and abuse and secure lasting change in the world.

About role

Our small Fundraising team has benefitted from significant investment in recent years and this brand new role will enable EIA to develop and expand our network of philanthropic partners. You will be joining EIA at a pivotal time as you will have the opportunity to work with the Head of Fundraising to shape and grow this integral income stream, drawing on your robust philanthropy fundraising experience and applying your dynamic approach to engage prospective partners and develop existing relationships.

The fundraising team at EIA, is responsible for raising income across trusts and statutory funders, as well as raising funds from individuals. The income raised from individuals has increased in recent years and we are investing further in this area so that we can conduct even more investigative and campaigning work to protect our planet.

This new role, which is crucial to our ambitious plans to step change our fundraising from individuals, will develop new and strengthen existing relationships with High Net Worth Individuals (HNWIs) and inspire supporters to give generously to enable us to combat environmental crime and abuse around the world.

The Philanthropy Manager will lead on the development and delivery of a new philanthropy programme, which will include developing tailored stewardship programmes for HNWIs, expanding the donor base through effective prospecting and cultivation, working with campaign teams to develop donor funding propositions and embedding effective systems to process and support growth in philanthropy.

Responsibilities will include, but are not limited to, the following:

Development of the existing supporter base:

- Develop a tailored stewardship programme for higher level donors.
- Establish appropriate KPIs to track progress and measure success.
- Include soft legacy asks where appropriate in the donor journeys.

Expand the donor base by acquiring new high value prospects:

- Conduct regular prospecting and cultivation to identify new potential supporters.
- Use network mapping to identify potential connections with existing stakeholders.
- Lead the development and delivery of cultivation events and exploratory meetings.

Develop donor funding propositions:

- Work with campaign teams and the wider fundraising team to develop funding propositions for HNWI and a Case for Support for the different areas of our work.

Strengthen the culture of philanthropy across the organisation:

- With the support of the Head of Fundraising, embed effective systems and processes to support the growth in philanthropy.

Establish an EIA giving circle and associated stewardship:

- Create a giving circle to generate specific campaign-level restricted income to accommodate lower level gifts (£5k-£10k).

Strategy development, budgeting and campaign reporting

- Work with the Head of Fundraising to develop fundraising strategy and annual plans.
- Monitor income and expenditure of the philanthropy income stream to ensure they meet budget and contribute to the mid-year reforecast process.
- Produce regular income reports that monitor performance against KPIs and feed back to the Head of Fundraising and wider organisation to share successes with the EIA team

Other responsibilities

- Keep abreast of philanthropic trends and insights to inform best and effective practice in our fundraising, attending workshops and conferences, and liaising with peers at other organisations.
- Participate in any other activity that may reasonably be requested.
- Attend EIA staff away day twice a year.
- Provide cover for Fundraising colleagues as required.

Person Specification

Essential

- Significant experience of identifying and cultivating relationships with high value supporters and securing significant gifts.
- Considerable experience of developing and communicating high value funding propositions and writing compelling cases for support and applications.
- Strong verbal communication skills, confident in communicating effectively and passionately with supporters, team members across EIA and senior stakeholders.
- Excellent networking and presentation skills.
- Experience of planning and delivering stewardship events for HNWI's.
- Driven to provide the very best supporter experience.
- Energetic self-starter able to work on own initiative with attention to detail.
- Dynamic and positive attitude.
- Creative and innovative thinker.
- Well-organised, able to prioritise work and meet deadlines.
- Fully proficient in Microsoft SharePoint and Office 365.
- Fully proficient in Fundraising databases (CharityCRM would be an advantage but not essential)
- Solid knowledge of Charity Law and Fundraising regulations
- Strong interest in or knowledge of wildlife trade and environmental issues
- Flexibility to work out of hours at a few events through the year.