



Job Title: Development Officer

Location: Central London (hybrid working offered 2 days per week)

Position posted on: 10th February 2025

Deadline to apply: Monday 17th March

Epic at a Glance:

At Epic, we strive to build a world where children and youth - no matter their race, gender, sexual orientation or place of birth - have access to a future full of promise and opportunity. We are a global foundation backing groundbreaking non-profits around the world - the changemakers and innovators that are transforming the lives of children and youth and protecting our planet for generations to come.

Groundbreaking charities often struggle to secure smart money to drive impact. Donors want to give more, but are held back because they lack trust, time, and knowledge. Epic bridges the gap between the social entrepreneurs forging solutions to today's pressing challenges, and the individuals and businesses who want to pool their resources to drive positive change. We curate and monitor highly-vetted portfolios of organisations that we back in order to foster lasting change. We operate strictly on a pro bono basis: 100% of donations received go directly to the organizations in our portfolio.

Now in our 10th year, we have mobilised over \$91 million and supported 55 organizations in 11 countries across 4 continents, since 2015. In the UK, we raise between US\$2-2.5 million annually, and there is potential and aspiration to grow this to US\$3 million by the end of 2027.

For more information: <https://epic.foundation>

Summary of the position

Epic is looking for a **Development Officer** to support the activities of the UK Development Team to help us 'make giving the norm'.

The Development Officer will work with the UK Director in our small but mighty team in the UK, as well as working closely with colleagues in Paris.

This position offers candidates the opportunity to develop their skills across a range of fundraising disciplines including corporate fundraising, HNWI engagement, events, and philanthropy.

This position will work with a deeply engaged team in an international environment. Given the versatile nature of the responsibilities and the small team size, candidates will need to show demonstrable flexibility, adaptability, and the ability to take ownership and work independently.



Epic offers an enriching and supportive work environment with opportunities for professional growth and network development. This is an exciting opportunity to join an innovative organisation that places social impact at the heart of its mission.

Key Responsibilities :

With support from the UK Director, the Development Officer will work collaboratively with the Director and wider UK team to execute the fundraising strategy in the UK. The Development Officer is a key role in a small team, and will contribute new ideas, networks and results to help us meet our income targets and therefore create more positive impact for children and young people globally. More specifically, the key responsibilities of this role are outlined below.

1. Business Development (70%)

- Lead prospect research and outreach efforts to expand Epic's prospect donor pool in the UK: monitor the fundraising ecosystem, conduct in-depth prospect research and engage in proactive outreach campaigns through LinkedIn, emailing, digital networking and in-person events. This will include attending early morning and evening events as required.
- Set conversion objectives and support conversion from leads to donations
- Identify lead opportunities within networks and events, setting priorities accordingly
- Pitch Epic and its various Giving Solutions to potential donors, and build tailored-made proposals when needed
- Maintain high discipline and consistency in follow-up with leads and donors: use Epic's CRM to build a consistent pipeline of prospects, as well as maintaining the database with accurate and up to date donor information
- Evaluate and monitor the return on investment (ROI) of events and fundraising campaigns
- Prepare compelling fundraising communications, materials and presentations for donor meetings and events

3. Nurturing & engaging the UK Community 30%

- Contribute to Epic's engagement strategy for current donors to ensure an 80% renewal rate
- Maintain regular touchpoints with a subgroup of donors through activities such as sharing monitoring reports, organising project visits and volunteering opportunities in the UK, and scheduling regular calls and face to face meetings.
- Act as the main point of contact for a subset of donors and answer their enquiries in a timely manner
- Manage donor-related administrative tasks, such as regular use of Epic's CRM (Salesforce), to streamline donation processes



- Craft and manage engagement opportunities such as UK events and webinars, including drinks, talks, breakfast events, and annual gala nights. Support may be provided for certain events by our in-house dedicated Events team.

Position Requirements :

- Candidate must have the right to work in the United Kingdom
- Excellent level of English (both spoken and written) required
- Good proficiency in French (written and spoken) desirable but not essential
- A minimum of 3 years' experience in a sales, fundraising or business development role, preferably in the non-profit sector
- Familiarity with software packages such as Google Suite, Microsoft Office, Canva and other applications
- Excellent communication and interpersonal skills
- Commitment to attend external events and comfortable networking with a variety of people across different communities
- Experience with a CRM is required and preferably some experience of using Salesforce
- Strong self-discipline and project management skills
- Excellent organisational skills and a strong eye for detail

The Epic UK team is a small but dedicated team. The role requires flexibility and a start-up attitude. This is a full time, permanent position, based in the London office with the opportunity for two remote working days each week. This role reports to the UK Director and will involve closely working with Epic's global development team.

Contract Details

- Position based in central London (Mayfair), UK.
- Contract type: Permanent, Full-time
- Salary range: £33,000-38,000 gross annual (depending on experience)
- Start date: As soon as possible but within 3 months of the offer

Employee Benefits

- Flexible Work Arrangements: Up to 2 days remote working per week.
- 5 weeks (25 days) of paid holiday annually, not including bank holidays, with additional office closure between Christmas and New Year's.
- Access to private healthcare coverage through our healthcare partner, BUPA, fully covered by Epic for the employee and 50% coverage for partner and/or dependents.



- Retirement Savings Plan: Enrolling in a company-sponsored retirement savings plan with employer contributions.
- £150 culture/sport allowance per year for all eligible staff on a permanent contract and who have successfully completed their trial period.
- Epic subsidizes 50% of the cost of weekly, monthly, or annual local transportation passes (London Underground and London Buses).
- A monthly tax-free homeworking contribution in the amount of £26 per month for all eligible staff on a permanent contract and who have successfully completed their trial period.
- Workplace Amenities: Access to modern workplace amenities: onsite kitchen and snacks, and recreational facilities.

How to Apply:

Please send a copy of your CV and a cover letter to lisa@epic.foundation by Monday 17 March. Applications without a cover letter or not submitted to lisa@epic.foundation will not be considered.

Epic is dedicated to ensuring equal opportunities in employment. We hire based on merit, and all candidates will be considered for employment regardless of age, disability, gender identity, marital status, pregnancy, race, religion, sex, or sexual orientation. At Epic, we seek individuals who share our passion for what we do, bringing diverse backgrounds, perspectives, and experiences to collectively make a positive impact.

If you require any assistance with your application or preparation for an interview for one of our job openings, please contact us at lisa@epic.foundation. We are committed to ensuring you have a positive and comfortable experience.