

Role profile – Philanthropy Executive

Job Title	Philanthropy Executive
Reports to (Job Title)	Senior International Philanthropy Manager
Directorate / Function	Fundraising / Philanthropy
Supervises	N/A
Job Level	F
DBS Required	YES

About Us

Great Ormond Street Hospital Children’s Charity exists to transform the lives of seriously ill children giving them the best chance to fulfil their potential. We put children and families at the heart of our work; our fundraising income supports the research, care and advocacy that will have the greatest impact on the children and families we serve. To achieve our ambitions, we work in partnership with Great Ormond Street Hospital and UCL Great Ormond Street Institute of Child Health, along with other charities and funding bodies, academic industry and corporate partners, and patients, families, and the public. As an employer, we are ambitious, innovative, and embrace change. We foster an environment of inclusivity and support, enabling our staff to be their best and to thrive at work. In everything we do we are guided by our values of courage, care, and curiosity.

The Philanthropy team raises funds from high net-worth individuals and charitable foundations including a significant number of £1 million+ donations. With a proven track record of engaging donors and establishing effective long-term relationships, the team manages a substantial high value programme. The Philanthropy Team will be central to helping deliver the capital campaign for the new Children’s Cancer Centre; development of innovative new products to underpin fundraising for child health research and growing international partnerships.

Our partnership with Abu Dhabi, marked by a transformational £60 million gift from Her Highness Sheikha Fatima bint Mubarak, established the Zayed Centre for Research into Rare Disease in Children (www.gosh.org/zcr). This collaboration between Great Ormond Street Hospital, UCL, and the charity combines world-class expertise to create innovative treatments for seriously ill children. Since the Centre’s launch in 2019, the partnership has focused on advancing shared goals in research, education, diplomacy, and philanthropy. You will be supporting in the management of this vital partnership, ensuring its continued growth and success.

In parallel, there is exciting scope to expand the charity's international reach and high value opportunities as part of an ambitious fundraising strategy.

Role Purpose

As a Philanthropy Executive you will be responsible for supporting donor engagement, stewardship, communications, and events activity across the full spectrum of the team's campaigns and activities. The primary focus will be on supporting the development and implementation of our international philanthropy strategy.

Main duties & responsibilities

The main duties and responsibilities of the role holder are as outlined below:

1. To coordinate fundraising activities and international travel providing efficient organisational support across the Philanthropy team for events and donor visits
2. To provide administrative and communications support for our partnership with Abu Dhabi including coordination with internal and external stakeholders
3. To manage a small pool of £10k+ prospects driving income generation and exceptional supporter experience.
4. To support fundraising colleagues to deliver insight-led and creative solicitation and stewardship plans for donors and prospects including individuals and grant making bodies both in the UK and internationally.
5. To source powerful content and design compelling fundraising and stewardship materials working closely with fundraisers, the Impact & Charitable Programmes team and the Stories and Case Study Manager.
6. To build excellent working relationships with donors and senior volunteers including an international advisory group and work alongside fundraisers to identify and engage new prospects and funding opportunities
7. To manage thank you letter processes and maintain accurate donor records on Salesforce.
8. To be a passionate ambassador for GOSH Charity and Philanthropy always maintaining the highest level of professionalism.
9. To contribute to the wider Fundraising team, taking a proactive approach to working in a high-performing and collaborative environment.
10. To seek out innovative and agile approaches to working, adopting lean processes and using supporter data to drive performance and supporter experience.



Person Specification

Role: The Person Specification states the minimum knowledge, skills and experience required to carry out the job and is used for both shortlisting candidates for interview and to identify the areas to explore as part of any assessment or selection for the role including interview.

E = Essential criteria; D = Desirable criteria

Key requirements	Criteria
Experience	<ul style="list-style-type: none">Relationship management within a donor or customer-focused environment. EProven written and oral communications experience. EFundraising experience either in your role or as a volunteer. EPrevious experience of managing supporter data through a CRM system. D
Knowledge	<ul style="list-style-type: none">Understanding of global fundraising and the high net worth community, in particular the United Arab Emirates and / or the USA markets. EKnowledge of healthcare and / or medical research environment. DExperience of using design tools and software. DUnderstanding of Equality, Diversity & Inclusion principles and a commitment to apply them. E
Skills	<ul style="list-style-type: none">Excellent interpersonal skills with the ability to build good collaborative working relationships at all levels. EStrong organisational and administrative abilities with a consistently professional and considered approach to project coordination. EExcellent oral and written skills and a keen attention to detail. EAbility to manage your own workload and prioritise multiple tasks, work under pressure and within tight deadlines. EEnterprising 'can-do' attitude and an ambition to learn and develop. EIT literate: strong working knowledge of Microsoft Office (Word, Excel, PowerPoint & Sharepoint) and confident internet user. E



This document is not a set of terms and conditions of your contract or an exhaustive list of duties. It is a guide indicating core responsibilities and accountabilities attributed to the role. We expect all our employees to share and demonstrate behaviours and values in line with our aim of ensuring a welcoming, inclusive and productive organisation where respect, flexibility and collaboration are key.

All applicants for any post within Great Ormond Street Hospital Children's Charity are required to declare any involvement, either directly or indirectly, with any firm, company or organisation that has a contract with the hospital or the charity. Failure to do so may result in an application being rejected, or, if it is discovered after appointment that such information is being withheld, then this may lead to dismissal. Great Ormond Street Hospital and the charity are regulated organisations and, as such, some employees may undertake a Disclosure and Barring Service (DBS) check and their name checked against the Violent and Sex Offender Register. The employee will have access to confidential information that may only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.