

Legacies, Philanthropy & Partnership Lead

Salary: £30,000 per annum

Hours of work: Permanent, Full-time (37.5 hrs)

Location: Hybrid, 37 Portland Road, BN3 5DQ (a minimum of three days in-office each week)

Reporting relationship: Chief Executive Officer

A requirement of the role is for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

About Us

Off The Fence reaches out to break the cycle of poverty in Brighton & Hove, ensuring that no one is left behind. We believe in resisting poverty, empowering people, and restoring hope, and we work toward a future where social and spiritual poverty no longer exists.

By 1997, Off The Fence had become a registered charity, enabling us to expand and tackle poverty more deeply through compassion, excellence, unity, integrity, and a Christ-like approach to supporting the most vulnerable.

Poverty is complex—it's not just about finances, but about housing, mental health, education, and belonging. To address these needs, Off The Fence now provides three core programmes, each offering a different form of practical and emotional support. As poverty in Brighton & Hove has increased, so has our commitment. At the heart of our work is a belief that every person deserves dignity, hope, and the opportunity to rebuild their life.

Our 10-Year Vision:

- Housing First model with comprehensive wraparound support
- Biophilic Wellness Hub addressing systemic causes of poverty
- AI-enabled Tech Hub for digital inclusion
- Strategic coastal expansion into some of the UK's most deprived communities

Job Summary

The UK charity sector is shifting: traditional income streams are slowing while philanthropy from high-net-worth individuals, legacies, and institutional grants continues to rise. This role positions Off The Fence to harness those growing opportunities, building a strong legacy pipeline, cultivating major donors, and developing high-value partnerships.

We are seeking a strategic, relational, and theologically literate fundraiser who is deeply motivated by mission. As **Legacies, Philanthropy & Partnership Lead**, you will drive income growth across the UK's most resilient funding streams, working closely with the CEO to secure the financial foundations for our ambitious 10-year vision.

Main duties

Legacy Fundraising (25%)

- Develop and deliver a comprehensive legacy strategy, including the *Leave a Legacy of Hope* campaign, will-writing partnerships, and promotional materials.
- Build a pipeline of 50+ legacy pledges within three years through events, cultivation, and stewardship.
- Launch and manage the Fence Builders legacy society with tailored recognition and annual engagement.
- Present on legacy giving in 12+ partner churches annually (weekend work required), drawing on biblical stewardship principles.
- Form referral partnerships with solicitors, wealth managers, and Christian financial planners.
- Create legacy-focused case statements for Housing First+, the Biophilic Wellness Hub, and coastal expansion.

Target: 15 pledges in Year 1; 50+ pledges by Year 4; £100k–£150k+ annual legacy income by 2029.

High-Net-Worth Philanthropy & Donor-Advised Funds (25%)

- Register Off The Fence across major UK DAF platforms (Stewardship, NPT UK, Prism) and actively promote our work to DAF donors.
- Identify, cultivate, and steward 10–15 HNW donors capable of giving £10k–£100k+ annually by 2029.
- Build strategic relationships with Christian financial advisers, private banks, family offices, and philanthropic intermediaries.
- Deliver quarterly in-person engagement (e.g., site visits) showcasing narrative impact and evidenced change.
- Produce investor-grade proposals aligned to our 10-year vision.
- Create quarterly impact reports combining stories, data, and photography.
- Establish and manage the Impact Circle, an exclusive community for donors giving £25k+ annually.

Target: £30k–£60k in DAF grants in Year 1; 15+ HNW donors and £250k–£400k+ annually by Year 4.

Church Partnerships (15%)

- Maintain and grow a portfolio of 20+ active church partnerships through quarterly presentations and personalised updates.
- Design and deliver tiered church partnership packages (Bronze/Silver/Gold) with clear benefits and co-mission opportunities.
- Share on biblical stewardship and legacy giving in ways that reflect Off The Fence's faith-based identity.
- Coordinate Christmas and summer appeals with church partners.
- Promote volunteering opportunities across Antifreeze, Gateway Women's Centre, and Schools & Youth.

Target: Grow income from £40k–£50k to £100k+ annually by 2029; expand to 25+ active partners.

Individual Donors (15%)

- Deliver a segmented donor communications programme across all giving levels (£1–£100, £100–£1k, £1k–£10k, £10k+).
- Produce bi-annual donor updates, including Winter Appeal messaging.
- Support the CEO's engagement with donors giving £1k+ and coordinate handwritten thanks for first-time givers.



- Develop donor upgrade pathways through evidence-led storytelling.
- Integrate legacy messaging across all donor touchpoints.

Target: Increase donor retention from 60% to 75% by 2029; upgrade 30+ donors to mid-level (£1k+).

Additional Responsibilities — 20% of Role

- **Fundraising Events:** Plan and deliver 2–3 major events annually: gala dinner, vision breakfast, sponsored challenges (Sleep Out, coastal walk), community open days. Target: £20k–£40k annually.
- **Corporate Partnerships:** Develop payroll giving schemes, Charity of the Year partnerships (1–2 per year), and in-kind support. Target: £30k–£50k annually.
- **Community Fundraising:** Support third-party events, small community grants, and public collections. Target: £15k–£25k annually.
- **Data & Reporting:** Maintain accurate, up-to-date CRM records (Donorfy). Produce monthly income narrative reports for the CEO and Board.
- **Compliance:** Ensure all activity complies with Charity Commission guidance, the GDPR framework, and the Fundraising Regulator Code of Fundraising Practice.
- **Strategic Input:** Contribute to annual income planning, budget forecasting, and board reporting. Participate in strategic team discussions as a senior voice.

Person Specification

Essential	Desirable
<p>Experience & Qualifications</p> <ul style="list-style-type: none"> • Minimum 3 years' fundraising experience in the charity sector with a strong record of income growth. • Proven ability to design and deliver multi-year fundraising strategies with defined targets and milestones. <p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to cultivate and maintain relationships across diverse stakeholder groups. • Strong written and verbal communication; able to produce persuasive cases for support. • Confident user of Microsoft Office and CRM platforms. <p>Faith & Values</p> <ul style="list-style-type: none"> • Practising Christian with sound theological understanding and familiarity with biblical stewardship; comfortable presenting in churches and engaging faith-motivated supporters. (<i>GOR under Equality Act 2010</i>) • Commitment to Off The Fence values: Christ-like, Excellence, Unity, Compassion, Integrity. 	<p>Qualifications</p> <ul style="list-style-type: none"> • Recognised professional fundraising qualification (IoF, CFRE, or similar). <p>Experience</p> <ul style="list-style-type: none"> • Background in legacy giving, major gifts, DAF fundraising, or engaging high-net-worth supporters. • Experience within a Christian or faith-based organisation, including church-facing activity. • Familiarity with the Brighton & Hove charitable landscape. • Understanding of homelessness, women's services, or youth/community work. • Experience in legacy promotion, will-writing partnerships, or estate-planning networks. • Knowledge of impact measurement, social investment, or Theory of Change. <p>Technical</p> <ul style="list-style-type: none"> • Experience using fundraising CRMs such as Donorfy, ThankQ, Raiser's Edge, Salesforce or equivalents. • Familiarity with grant-making databases (e.g., 360Giving, DSC, Charity Commission).





Attributes

- Self-driven and mission-focused.
- Genuine passion for transforming lives.
- Strategic mindset paired with practical execution.
- Resilient, adaptable, and collaborative.
- High integrity and strong emotional intelligence.
- Enhanced DBS check required.

Employee Benefits

- **Competitive Salary:** £30,000 per annum
- **7% Pension:** Employer contribution on top of salary from day one
- **Personal Development:** Allocated training budget and attendance at conferences
- **34 Days Leave:** 25 days + 8 bank holidays
- **Mission leave:** additional leave for volunteering and spiritual development
- **BUPA EAP:** 24/7 counselling and wellbeing support
- **Enhanced Leave:** Enhanced sick pay
- **Real Impact:** Support programmes serving 1,000+ people annually

Key Working Relationships

- Chief Executive Officer
- Other service Leads
- Fundraising Leads
- Supporters (locally and nationally), and local churches

Values and Behaviours

We expect all staff and volunteers to align and act within our organisational values:

- Christ-like: we desire the best for others (Col 1:27, 1 John 3:16)
- Excellence: we aim for outstanding quality (1 Cor 12:31, Phil 4:8)
- Unity: we achieve more together (Ps 133, Eph 4:3)
- Compassion: we care for those who are suffering (Col 3:12, Matt 9:35)
- Integrity: we do what is right (Prov 10:9, Titus 2:7-8)

Subject to review: This job description outlines the roles, duties, and responsibilities of the post. It is not intended to detail all specific tasks. Off The Fence reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but it is a correct reflection of the main duties of the post at the time of writing. This Job description will be subject to annual reviews to ensure continued alignment with the organisational goals.