

Partnerships Officer

Job Description and Person Specification

Responsible to:	Grants Manager
Responsible for:	Supporting the Fundraising team to secure high-value philanthropic income from trusts and foundations, corporates and individuals to support London Wildlife Trust's strategic priorities.
Staff Management:	None
Located at:	Head office (8-10 Grosvenor Gardens) typically 1-2 days per week with occasional sites visits. Remaining can be worked from home.
Oversight Committees:	None

Overview:

London Wildlife Trust champions nature's recovery in the capital. Over 41% of our species have declined since the early 1970s. We urgently need to bring wildlife back, at scale and pace. We are working to empower more people and organisations to stand up for nature. We help them to recover their lost connections with the natural world and take action for nature recovery in London.

The Partnerships Officer will play a key role in securing high-value philanthropic income from individuals, trusts and foundations, and corporates to support London Wildlife Trust's strategic priorities. This role will support on building and stewarding relationships, developing compelling funding proposals, and contributing to the growth of the organisation's major giving, grant and corporate income.

Philanthropic Fundraising

- Support on the management and development of a portfolio of individual major donors, trusts and foundations, and corporates.
- Identify, research, and cultivate new philanthropic prospects aligned with the Trust's mission.
- Prepare high-quality funding proposals, cases for support, and tailored donor communications.
- Support the delivery of annual income targets for major gifts, grants and corporate partnerships.
- Accountability for delivery of small grants and trusts programme.

Donor Stewardship & Relationship Management

- Support in building strong, long-term relationships with donors through excellent stewardship and engagement.
- Coordinate donor meetings including briefings, site visits, events, and impact reporting.
- Ensure donors receive timely, accurate, and inspiring updates on the impact of their support.

Research & Pipeline Development

- Conduct prospect research to identify new funding opportunities and research prospects when needed for event information and networking.

- Maintain accurate records on the CRM system, ensuring compliance with GDPR and fundraising best practice.
- Contribute to the development of a healthy and sustainable philanthropy pipeline.

Other areas of responsibility:

- Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate.
- Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions to the Health and Safety Officer on any matters of concern.
- Equality, Diversity & Inclusion: Work at all times within the Trust's EDI policy, and to contribute to any role-related objectives that form part of our overall EDI strategy.
- Adhere to the policies and plans of the Trust and be a responsible representative of the team and the Trust to external stakeholders, groups, individuals and funding bodies.

Terms and Conditions

Salary:	Salary - £31,092
Hours of work:	Monday – Friday working 7 hours per day plus one hour for lunch. Working hours typically are 9.30am – 5.30pm. The post holder may on occasion be expected to work some weekends and some evenings for which time off in lieu is given. Flexible working arrangements are welcome.
Holidays:	25 days per annum pro rata plus statutory holidays
Tenure:	Permanent
Sick pay:	Employees are eligible for company sick pay the correct procedures have been followed; employees may still qualify for Statutory Sick Pay.
Pension:	Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website https://www.gov.uk/workplace-pensions . Pension contribution rates for LWT are currently at 3% employer and 5% employee. Even if you are not eligible, you can still join the scheme, but the Trust may not have to make any employer contributions. Further details will be provided on joining the Trust.
Employee Assistance Programme:	All employees have access to a free and confidential information, support and counselling service available 24 hours a day, 365 days a year

Nature recovery for a thriving city

The London Wildlife Trust is a company limited by guarantee, registered in England and Wales, 1600379, and registered charity number 283895.



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The following experience, skills and aptitudes are those that we are looking for in candidates. Those listed as 'Essential' are those that the candidates must have. 'Desirable' skills and experience are those that it would be advantageous to have, although not essential.

Essential	Assessed at	Desirable	Assessed At
Skills and experience			
Experience in fundraising, philanthropy, grant fundraising or corporate partnerships within the charity or non-profit sector.	Application	Experience managing major donors, trusts and foundations, and corporates.	Application
Proven ability to write persuasive funding proposals and reports.	Interview	Knowledge of environmental, conservation, or sustainability issues.	Application
Strong relationship-building and communication skills.	Interview	Experience using a CRM system for donor management in particular ThankQ.	Application
Excellent organisational skills with attention to detail.	Interview	Understanding of fundraising regulations and best practice in the UK.	Interview
Ability to manage multiple projects and meet deadlines.	Interview		
Commitment to the values and mission of London Wildlife Trust.	Application		

An enhanced DBS (formerly CRB) check is not required for this role.

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