



Job Description

JOB TITLE: Philanthropy Manager

LOCATION: This role is based in London (hybrid working with a minimum of 2 days in the office).

PAY BAND £35,000 - £41,000 (includes London Weighting of £4,000)

RESPONSIBLE TO: Head of Philanthropy Fundraising

About Prince's Trust International

Founded by HM The King, our Royal Founding President, to tackle the global crisis of youth unemployment, King's Trust International (formerly Prince's Trust International) has been supporting young people worldwide since 2015.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, work and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

King's Trust International is committed to representing, at all levels, the global communities, and young people that we serve. We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people: [Home | The King's Trust International \(kingstrustinternational.org\)](https://www.kingstrustinternational.org)

Purpose of the Role

Supported by the Head of Philanthropy, play a significant role in the realisation of our philanthropic strategy, contributing to KTI's 2025/26 income target and anniversary campaign, with a focus on five and six-figure donations. Manage a portfolio of existing supporters, while building further support through the identification and qualification of prospects with a strong propensity to support KTI, taking a robust approach to due diligence, enlisting the support of our prospecting and ethical fundraising lead.

Key Relationships

- KTI Senior Leadership Team
- KTI Board of Trustees
- KTI Fundraising Committee
- Major donors, Trusts and Foundations
- KTI Finance Team
- KTI Programmes Team

Key Areas of Responsibility

- Supported by the Head of Philanthropy, play a significant role in the realisation of our philanthropic strategy, contributing to KTI's 2025/26 income target and anniversary campaign, with a focus on five and six-figure donations.
- Manage a portfolio of existing supporters, while building further support through the identification and qualification of prospects with a strong propensity to support KTI, taking a robust approach to due diligence, enlisting the support of our prospecting and ethical fundraising lead.
- Support an engaging suite of stewardship, building on the rich donor experience afforded to donors to date and ensuring a longevity to our partnerships.
- Lead and support on a series of engaging events to service stewardship and cultivation, utilising key influencers and Ambassadors and supporting budgeting, risk assessment and youth engagement as necessary.
- Contribute to fundraising product design and implementation of the next phase of our fundraising strategy for our special networks, including: our gender network, our Next Gen network, our Islamic philanthropy network and our African philanthropy network including the Africa Advisory Board.
- Comply with all key processes to ensure compliance with GDPR and broader Codes of Fundraising Practice.
- Support the Fundraising Team, as required, to represent fundraising strategy, performance and activity at key boards and committees, including: our Board of Trustees, Fundraising Committee, Africa Advisory Board, Pakistan Development Group, Ethical Fundraising and Reputational Risk Committee, Risk, Audit and Finance Committee and all associated groups.
- Support wider global fundraising activity across the KT Group of charities, including The King's Trust in the UK, USA, Australia, New Zealand and Canada, leveraging opportunities and initiatives for greater income generation.
- Work proactively and inquisitively across the broader KTI team to accumulate a growing and ever evolving knowledge and understanding of our key projects and partners, being able to passionately articulate our mission and strategy to a range of the most demanding and discerning stakeholders and funders.
- Contribute to philanthropic trends and insights to inform best and effective practice in our fundraising.
- Contribute actively across the KTI team, through thematic and workplace culture groups to further enrich our collegiate and collaborative organisational approach, and encourage a culture of equality, diversity and inclusion.

Person Specification

King's Trust International is committed to ensuring its workforce is inclusive and diverse and has an equitable and accessible work environment that fosters a culture of belonging and support. If this role is of interest to you but you think your current skills or experience may not align perfectly with the criteria below, we encourage you to still apply.







Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
Skills and Knowledge	Appreciation of the global donor and funding landscape including Trusts and Foundations, corporate and individual philanthropic donors, and the synergies/links between them	It is important to have a strong understanding of the funding landscape and implications of fundraising in this sector to ensure compliance.	I
	Strong interpersonal skills and the ability to understand complex information across a wide range of sectors, identifying appropriate insights and presenting these concisely	You will be required to interpret and present complex information to key stakeholders, internally and externally.	A, I
	Tenacious, self-starting, and able to thrive in a fluid, entrepreneurial context.	You will need to drive and manage your own portfolio in a newly established team.	S, I

	Collaborative team player, with a good sense of humour and strong strategic leadership skills.	You will manage a small team and be expected to play a key role in the leadership of the wider fundraising team.	I
	An excellent communicator, written and verbal, with strong attention to detail. Experience of writing reports and/or proposals to a high quality.	You will be responsible for engaging existing and new supporters through face-to-face meetings, written proposals, and articulating budgets.	S, A, I
	Outstanding interpersonal skills including ability to demonstrate tact, sophistication, and gravitas.	To effectively grow our partnerships, you will need to have good influencing skills, with the ability to influence a broad range of stakeholders both internally and externally.	I
	A commitment to KTI's mission and objectives.		I
Experience	Demonstrable experience of managing a pipeline for a philanthropy or transferable high value relationship-based team, delivering high quality prospect/client research to tight deadlines and converting into business outcomes. Preferable experience of securing five-figure donations plus.	You will be expected to secure high value and sustainable donations, managing your own portfolio.	S, I
	Strong experience of working with senior internal stakeholders to support the cultivation of new high value relationships/clients	You will be expected to work with, and influence, senior stakeholders.	S, I
	Experience of considering due diligence processes including expectations from philanthropic donors	You will be required to ensure compliance with due diligence processes and manage expectations.	S, I

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value, and promote diversity of experience and thought to enable our staff, partners, and young people to thrive and achieve their full potential	We value sincere, authentic, and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

King's Trust International is committed to equality, diversity, and inclusion. We are committed to having an organisation that is representative of the communities we serve and are committed to our workforce being diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, socio-economic background, and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by various networks, in conjunction with the Prince's Trust: PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network).

THE WELFARE OF OUR YOUNG PEOPLE

King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure and the successful candidate will be asked to undertake one as well as completing a medical health questionnaire. Full information will be provided at the offer stage. Having a criminal record will not automatically exclude applicants