

JOB SUMMARY AND PERSON SPECIFICATION

Job Title: Philanthropy Executive

Reports to: Senior Manager - Philanthropy

Based at: Home – London and Southeast

Job Purpose	To support the Philanthropy team to generate, develop and grow income from a portfolio of major donors through positive and impactful relationships and excellent stewardship.
Accountabilities	<ul style="list-style-type: none"> • To provide excellent administrative and operational support to the Philanthropy team, including specific well-written copy for fundraising collateral, engaging thank you letters, impactful cases for support. • To identify, generate, develop and grow a portfolio of major donors, contributing to an agreed income target. • To provide excellent stewardship and relationship management, managing all aspects of donor care, reporting and relationship building. • To deliver against personal and Philanthropy team targets
Main Responsibilities	<ul style="list-style-type: none"> • Lead on providing essential administrative and operational support to the Philanthropy team. • Respond to enquiries and requests for information from donors, providing personalised correspondence and other communications such as formal and informal updates to support donor stewardship. • Support the High Value Events Officer with a suite of philanthropic virtual and in-person events to provide new cultivation and stewardship opportunities. • Prepare Philanthropy specific, well-written copy for fundraising collateral, including engaging thank you letters, information for cases for support. • Conduct prospect research, to help us identify new key supporter opportunities. • Build excellent relationships with internal and external stakeholders. • Maintain accurate records of major donors, ensuring database records are correct and up to date and adhere to reporting and GDPR guidelines. • Ensuring that all donation data and other income paperwork and related communications are properly tracked and up-to-date in the database working with the Finance team when required. • Manage individual KPIs and contribute towards the delivery of team KPIs, as appropriate. • Contribute to the wider Philanthropy and Partnerships strategies, including taking on management of special projects as and when required.



	<ul style="list-style-type: none"> • Stay up to date with trends in the philanthropy sector
Essential Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Desirable Qualifications	<ul style="list-style-type: none"> • Professional fundraising qualification
Essential Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Experience of relationship-led fundraising with an understanding of donors' motivation to give. • Engaging and inspiring verbal and written communications skills • Pays close attention to detail and has a commitment to accuracy in both your writing and data-driven work. • Excellent collaborative and organisational skills to work on multiple projects with different teams. • Ability to multi-task and manage time well. • Be able to demonstrate good research and analytical skills. • An effective team player with excellent interpersonal skills • A good understanding and experience of working with databases, Microsoft packages. • Understanding and knowledge of GDPR and how it applies to high value fundraising. • Experience of using a CRM system to maintain up-to-date and accurate donor records.
Desirable Knowledge, Skills & Experience	<ul style="list-style-type: none"> • Understanding of the philanthropic environment and trends both in the UK and globally. • Member of Chartered Institute of Fundraising (or similar) • Experience of developing Relationship Plans, including budgets to develop active and successful donor stewardship.
Key Competencies & Behaviours	<ul style="list-style-type: none"> • Passionate about developing your expertise in philanthropy fundraising. • Enthusiastic self-starter who identifies and maximises opportunities. • Self-motivated, with ability to work both independently and collaboratively with team members and colleagues across Help for Heroes. • Personal, professional and able to comfortably communicate with a variety of stakeholders, tailoring communication style accordingly. • Excellent at building and nurturing relationships. • Contributes to relationship management of a portfolio of HNW and Ultra HNW donors to our Thriving Beyond the Battlefield Campaign. • Displays a positive, empathetic, patient, polite and friendly manner • Displays the highest levels of integrity, confidentiality and commitment. • Ability to remain calm under pressure. • Responds quickly to changing demands and demonstrates strong skills in prioritisation and time management. • Analyses information quickly and communicates in a concise and articulate manner.

- Attention to detail in all aspects of work.
- Works within a range of environments and working cultures, adapting personal style accordingly.
- A passion for supporting wounded veterans and their families.
- Able to attend or support at events which may fall outside office hours.
- Able to travel to London area regularly and for donor meetings.
- The role may involve occasional evening or weekend events so a flexible approach to working hours is required and time off in lieu will be given.
- Some travel across England for meetings or events may also be required.

Model our Values. We are:

- Innovative-Collaborative-Authentic-Resourceful-Energetic

I have read and understood the Job Description:

PRINT NAME:

SIGNED:

DATE: