



PHILANTHROPY MANAGER

Location: London-based Foundation Office

Reports to: Head of Philanthropy

Contract: Permanent, Full Time

Salary: £44,400 - £50,800 (DOE)

WELCOME FROM THE DIRECTOR OF INCOME DEVELOPMENT

The Duke of Edinburgh's International Award was founded by the late Prince Philip, The Duke of Edinburgh, in 1956. For seventy years it has helped young people **discover their purpose, passion and place in the world**. Today, more than a million young people participate in the Award each year across over 130 countries and territories, developing the skills, resilience and confidence they need to become **active citizens and changemakers** in their communities. The Foundation exists to ensure that this opportunity reaches even more young people, **regardless of their background or circumstances**.

We are entering a particularly important chapter in the Award's history. Demand for the **human skills and experiences** that the Award develops has never been greater, while the challenges facing young people around the world continue to grow in both scale and complexity. At the same time, we have an extraordinary opportunity to **increase the Award's reach, deepen its impact and ensure that more young people can benefit** from transformative Non-formal Education and Learning. Realising that ambition will require investment, partnership and philanthropy on a **scale that matches our vision**.

That is why this role matters.

The Philanthropy Manager will play a **pivotal role** in helping to unlock the resources that **make our mission possible**. Beyond securing funding, this role is about **building meaningful relationships** with individuals who share our belief in young people and their potential. Through thoughtful stewardship, compelling storytelling and strategic engagement, you will help **connect philanthropists** with an opportunity to **create lasting change** in communities **across the world**. The support you help generate will enable the Foundation to expand access to the Award, strengthen our network of operators and **increase the impact we achieve together**.

We are looking for someone who combines **strong fundraising expertise** with a **genuine commitment to our purpose**. You will be an excellent relationship builder, comfortable engaging with senior stakeholders and donors, and **motivated by the knowledge that every successful conversation, proposal and partnership can help transform a young person's future**. Whether developing new major donor relationships, stewarding longstanding supporters or helping to deliver exceptional fundraising events, you will be helping **shape the next phase of the Award's global journey**.

This is a rare opportunity to join the Foundation at a **moment of ambition and change**. If you are inspired by the power of philanthropy to create opportunity, and excited by the prospect of **helping millions more young people become world-ready**, we would be delighted to hear from you.

Best wishes,



Sam Palmer,
Director of Income Development



ABOUT US

The Duke of Edinburgh's International Award (the Award) is a **Non-Formal Education and Learning framework** challenging young people to find their purpose, place and passion in the world.

In more than **120 countries and territories**, our **globally recognised accreditation** is available to all 14 to 24-year olds, of all backgrounds, locations, cultures and abilities. Through the programme, each young person becomes part of something special while **developing their own interests, universal skills and life aspirations**.

Founded in 1956, the Award highlights the **value of Non-Formal Education and Learning**. Today there are consistently **over a million** young people taking part in the Award to believe in the power of their potential, make a difference in their community and **take control of their future**.

The result? Entire generations of innovators and change makers who are truly world-ready.



THE AWARD IN NUMBERS 2024/25

1,196,751

Award Participants in 2024



That's +45,739 more young people reached this year!



272,038

Awards gained
+15,871 more than in 2023



6.5 million hours

of voluntary service for communities
+500,000 more hours



£1 billion

of global social value generated
+£60m more in just one year



OUR GLOBAL FAMILY

139

Countries and Territories

22,639

Centres delivering the Award

175,539

Adults supporting young
people in their journeys



FUNDRAISING ACHIEVEMENTS

£9.8 million

pledged to the Founder's Fund

£2.5 million

donated by the World Fellowship
directly to the Foundation, and a
further £269,000 donated for
National Award Operators

£463,000

received from corporate partners



PARTICIPANT IMPACT

79%

feel more
confident

84%

are more
resilient

86%

have stronger
problem-solving skills

86%

have improved
teamwork skills

83%

are better at
understanding
others' perspectives

84%

value contributing
to their community

85%

feel more capable
of setting and
achieving goals

OUR VALUES

1

We believe in young people and in equipping them for life.

2

Empowerment with accountability.

3

Inclusion without judgement.

4

Learning, improvement and fresh thinking.

5

Impact delivered through partnership, with achievement recognised in all its forms.



WHERE IS THE AWARD DELIVERED?

The Award is delivered via hundreds of thousands of **youth-focused partners and operators** in a wide range of locations, from **schools and custodial institutions** to **Scout groups**, and **refugee camps**.

Although the Award's framework remains the same wherever it is delivered, **every Award is itself unique** and no two Awards are the same.

The Award is currently **licensed in 120+ countries and territories**. Find out more below.



WATCH

Mental and Physical Health (Trinidad and Tobago)



WATCH

Blind Boys' Academy (India)



WATCH

The Award in Zambia: Plan, Do and Review



READ

Special Projects (Nepal)

Explore the 120+ countries and territories of the Award [here](#)

THE FOUNDATION

The Duke of Edinburgh's International Award Foundation is the **international charity** that drives and **encourages the Award's growth, access and impact** across the globe. Working in partnership with organisations and governing bodies, we **oversee the licensing of Award operators** – including schools, youth groups, employers and custodial institutions – in more than 130 countries and territories.

With our guidance, operators deliver the **globally-recognised Award**, which provides opportunities for **14 to 24-year-olds** of all backgrounds, locations, cultures and abilities, to **develop their interests, skills and life aspirations**.

Our long-term aim is that **every eligible young person** aged 14 – 24 will have the **opportunity to participate** in the Award.

We aim to increase the Award's global access, reach and impact through:

Supporting sustainable growth among operators to deliver the Award to a wide group of young people from across society

Advocacy and research to make the case for Non-formal Education and Learning across the world

Building global partnerships and raising funds to increase access to the Award

Providing infrastructure, guidance and support to ensure high-quality delivery

When it comes to creating empowered citizens who will go on to solve some of society's biggest problems, we must acknowledge that many of life's greatest lessons happen beyond the classroom. The Award gives young people the chance to discover exactly that.



OUR KEY AREAS OF WORK

BEYOND LICENSING AND ACCREDITATION

Whilst one of our primary roles is to license the Award around the world, **the Foundation is so much more than a franchiser**. We work with our Operators Partners to **drive global change** in a number of key strategic areas.



FUNDING

We **provide grants** to operators in our global Award family to **scale up** their operations and/or carry out projects that enable even more young people to take part in the Award.



TRAINING

We provide licensees with **advice and support**, in the form of ongoing account management, training sessions, online training materials, and access to a **global peer-to-peer discussion forum**.



ADVOCACY

We partner with key organisations to **increase global awareness** of the value of Non-Formal Education and Learning and to improve the lives of young people.



GLOBAL PARTNERSHIPS

We **build partnerships** with organisations to deliver the Award around the world. Corporate Partnerships form an integral part of this portfolio.



RESEARCH

We conduct **research into the impact** of the Award around the world using multiple initiatives, such as outcomes evaluation, satisfaction surveys, and work with external experts on projects, like our **award-winning Global Social Value research**.

OUR IMPACT

The value and impact of the Award extends far beyond the intrinsic benefits enjoyed by the young people.

We believe the Award framework can be a **blueprint for investing in human capital**, specifically strengthening resilience, improving global prosperity and helping the world's most vulnerable.

The Award does this through working in partnership with young people and their communities, encouraging them in **finding their own development solutions**.

Participation in the Award also directly enables young people to contribute to a number of the **United Nation's Sustainable Development Goals** (SDGs), including Quality Education and Decent Work and Economic Growth.

Our established impact measurement initiatives, developed alongside academic institutions and partners, have revealed that **the Award has a direct, positive impact (both financial and non-financial) on the people and communities it touches**.

During 2024/25, the Award reached a Global Social Value of £1 billion; **a £60 million increase in just one year**.



Global Social Value of £1 billion



Improved employability and earning potential



Improved physical health and fitness



Improved mental health and emotional wellbeing



Increased engagement with charitable and community causes



Improved environmental impact



Increased social cohesion



Reduced offending



ROLE SUMMARY

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Location:	London-based Foundation Office
Duration:	Permanent, full time
Reports To:	Head of Philanthropy
Salary:	£44,400 - £50,800 (DOE)

SUMMARY OF ROLE

The Philanthropy Manager is responsible for the effective delivery of high value philanthropy activity, with a particular **focus on major donors and high net worth individuals**, including individuals engaged through the World Fellowship and other senior donor networks. The role **delivers to agreed income targets** across a defined donor portfolio, including **securing multi-year commitments and progressing donors to higher giving levels**.

Working closely with the Head of Philanthropy, the role **manages a defined portfolio of donors and prospects**, delivering high-quality cultivation, stewardship and solicitation activity, predominantly **focused on 5- and 6-figure gifts**. The Philanthropy Manager ensures that donor relationships are well managed, compliant, and supported by strong data, communications and engagement planning, **contributing to sustainable income growth and world-class donor experience**. The Manager also plays a key role in **leading and supporting the major fundraising events** – including concept development and design through to execution and follow-up.

KEY RESPONSIBILITIES

Manage a portfolio of major donors and high-value prospects, delivering tailored cultivation, solicitation and stewardship plans that **build long-term philanthropic relationships**.

Originate, qualify and **progress new major donor prospects**, working with introducers, trustees and senior colleagues to **grow the donor base** year-on-year.

Build and maintain an active high value donor pipeline, ensuring accurate prospect research, due diligence, planning and timely next steps.

Deliver high-quality stewardship frameworks and donor journeys, ensuring supporters receive meaningful engagement, recognition and impact reporting.

Contribute to the **delivery and growth of the Foundation's Legacy programmes**, supporting donor recruitment, reengagement and retention.

Take **accountability for income performance** across the portfolio, contributing to **annual and multi-year income targets** and forecasts.

Lead on the **preparation of donor communications and materials**, including proposals, briefings and tailored impact updates, aligned to donor interests and organisational priorities.



Act as **philathropy lead for agreed donor events**, collaborating with colleagues on event concepts, design and execution, **overseeing the end-to-end donor journey**, attending and **supporting delivery against financial targets**.

Ensure all donor activity **complies with due diligence, risk and safeguarding requirements**, escalating issues where appropriate.

Maintain **accurate and up-to-date records using the CRM**, tracking income, engagement and pipeline performance to **support reporting and forecasting**.

Coordinate effectively with colleagues **across teams**, functions and departments to **support joined-up delivery** and high-quality donor experience.

PERSON SPECIFICATION

SKILLS & ABILITIES

Strong relationship-building skills, with the ability to engage and steward high-value donors effectively.

Clear and compelling **written and verbal communication skills**, producing donor-focused narratives and materials.

Sound judgement in managing donor relationships, balancing opportunity, risk and organisational priorities.

Strong organisational and project management skills, with attention to detail and reliable follow-through

Ability to multi-task and deploy a range of skills in pursuit of income generation – including supporting the delivery of major events alongside stewardship and prospecting activity.

Strong **analytical skills**, with the ability to use pipeline data, management information and donor insight to **prioritise effort and maximise income return**.

Ability to **work collaboratively across teams** and with senior colleagues to deliver shared fundraising objectives.

EXPERIENCE & KNOWLEDGE

Demonstrable experience in major donor or high-value fundraising, including **managing relationships with high net-worth individuals**, attracting significant commitments (£50k-£100k).

Proven experience of developing and **delivering donor cultivation and stewardship** activity that generates significant philanthropic income, **evidenced by donor progression** to higher giving levels

Experience working with senior stakeholders and introducers in the context of donor engagement.

Strong understanding of major gift fundraising practices, including prospect research, stewardship, due diligence and compliance.

Experience using CRM systems (e.g. Salesforce) to manage pipelines and donor relationships.

Experience developing concepts for and **supporting the design and delivery of major donor events** in collaboration with colleagues.

Ability to **manage multiple priorities concurrently**, meet deadlines and at times **work under pressure to achieve key targets**.

CORE COMPETENCIES

Managers are **accountable for delivering outcomes** through their team. They **make informed decisions** within their area, **anticipate challenges** and **ensure delivery is achieved** consistently, effectively and to standard.

A MANAGER:

Translates organisational and departmental priorities into clear plans, decisions and actions for their team

Owns delivery outcomes and **makes the decisions required** to achieve them within their scope

Anticipates risks, pressures and dependencies, **taking action early** to maintain delivery

Manages people and performance, setting expectations, providing feedback and supporting development

Ensures **processes, systems and standards are applied consistently** and effectively

Uses data, management information and feedback to **monitor performance and improve results**

Resolves operational issues and **makes sound decisions** in routine and moderately complex situations

Encourages team members to take ownership, propose solutions and **contribute to improvement**

Works constructively with other teams to **ensure smooth and coordinated delivery**

Models inclusive, respectful and **values-led behaviours**

Ensures safeguarding procedures are understood, applied and upheld within the team



GENERAL INFORMATION

35 hours per week (Monday to Friday) with attendance in our London office at least **8 times per month** and will include some travel, evenings and weekends.

Overtime is not payable, though hours worked over and above standard contract **can be taken in lieu of payment** (in line with policy).

You will be required to **complete a DBS check**.

Must be **willing and able to** occasionally **travel internationally** sometimes with overnight stays.

Reasonable flexibility required, given the global nature of our operations and half of the staff team work remotely all over the world.

BENEFITS (Some are applicable after probation period):

- | | |
|---|-------------------------------------|
| ➔ 25 days annual leave (plus bank holidays) | ➔ Healthcare Cash Plan |
| ➔ Private Medical Insurance | ➔ Joint Contribution Pension Scheme |
| ➔ Death in Service payment of 4x salary | ➔ Salary Sacrifice Schemes |

