

## Philanthropy Manager

London / Brussels

### Job description

#### Job purpose

ClientEarth is a non-profit using the power of the law to bring about end-to-end systemic change: informing, implementing and enforcing the law, drafting and advising decision-makers on policy, building legal expertise, and ensuring citizens' access to the laws that defend them. This role offers the chance to join a high-performing, deeply collaborative Philanthropy Team within ClientEarth's Development Department, working closely with major donors, trusts, and foundations across multiple countries. It's an opportunity to build a rich understanding of diverse fundraising markets, manage a dynamic and meaningful portfolio, and represent our work at a wide range of inspiring events.

The Development department is formed of several fundraising strands: a Grants Team and a Business Development Team that manage and secure funding from trusts, foundations, and institutional donors; and a Philanthropy Team, working with a wide range of Net Worth Individuals (HNWIs<sup>(EN)</sup>), trusts and foundations gifts to support ClientEarth's work.

The Philanthropy Manager will work in the Philanthropy Team and will manage a portfolio of donors and projects with a focus on securing unrestricted income. They will work closely with the Director of Philanthropy and the Philanthropy Lead, consulting the Lead at regular intervals, as well as having line management responsibilities.

The Philanthropy Manager will contribute to growing and diversifying ClientEarth's philanthropy portfolio with a focus on strengthening the UK portfolio but also developing new geographies within the agreed strategy framework. Key responsibilities include securing annual income target by managing a pipeline of donors and prospects, collaborating with senior internal and external stakeholders and contributing to and helping to deliver on strategic fundraising initiatives in collaboration with the Director of Philanthropy and the Philanthropy Lead.

#### Working relationships

Reports to: Philanthropy Lead Europe (based in Berlin)  
Line manages: Philanthropy Officers x 2

The Philanthropy Manager will work with team members across the Development Department, including the Global Events Lead. The post holder will also have key relationships with the Finance, Communications and Programme Teams.

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## Key responsibilities

### Fundraising

- Actively solicit and manage donor relationships across assigned portfolio to achieve global philanthropy income target with a focus on building new income and unrestricted income;
- Use network mapping of key stakeholders to identify opportunities and work to generate new leads for the pipeline;
- Build a resilient donor pipeline and manage prospects and donors through each stage of the pipeline;
- Develop compelling proposals and reports that engage prospect and meet donor priorities and requirements;
- Work with the Global Head of Philanthropy and Lead to implement agreed fundraising strategies across geographies;
- Represent the organisation externally including at events and conferences;
- Work with Finance & Programme teams to be abreast of funding needs and project updates to develop cultivation and stewardship opportunities for major gifts and corporate support;
- Maintain accurate funder records in Raiser's Edge database and work with Philanthropy Officer and Assistant to progress prospects through the donor pipeline;
- Contribute towards events, research, and stewardship functions as well as other activities that serve to maintain ClientEarth's donor base.

### Strategy

- Collaborating with the team to implement the Philanthropy strategy as part of the overall Global Fundraising strategy, liaising with leadership, programme leads, communications and finance to ensure ClientEarth maximises potential income from corporate, restricted and unrestricted income streams;
- Working with Director of Philanthropy and the Philanthropy Lead to implement fundraising strategy and develop the Philanthropy Team;

### Development Operations and Management

- Work in coordination with all members of the Philanthropy Team to implement departmental and organisational design, including processes, operations, vision and values;
- Build relationships with internal senior stakeholders including the CEO, Trustees and the Development Board for relationship-building and coordination in support of agreed philanthropy objectives;
- Collaborate with the Finance team and Philanthropy Assistant to track restricted and unrestricted income and maintain accurate financial record keeping.
- Line manage and develop direct reports;
  - Define, in collaboration with line-managed staff members, individual work priorities and well-tailored and achievable work programmes, delegating tasks and responsibilities accordingly;
  - Assess the performance of line-managed staff members and provide constructive, regular formal and informal feedback on performance;

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- Support the professional development of line-report through ongoing supervision, influencing them to take positive action and to be accountable for their work and contribution to the smooth-running of the organisation; and
- Identify and resolve issues, conflicts, disciplinary matters as appropriate, in line with organisational policies, practices and values.

## Location

This position is based in London or Brussels with occasional local and international travel required, in line with our travel and environmental policies.

## Person Specification

### Experience & knowledge

- Fundraising management experience working in major donor fundraising (essential);
- Demonstrable experience of securing five (or higher) figure gifts as well as multi-year commitments including unrestricted income (essential);
- Experience in writing, coordinating and submitting successful funding proposals (essential);
- Good knowledge of donor and pipeline management, and financial processes (essential);
- Previous line management experience (essential);
- Experience of cultivating and stewarding individuals and corporate supporters (essential);
- An interest and understanding of environmental issues (desirable);
- Experience of prospecting and fundraising across different geographies (desirable).

### Key competencies

- Fluent (CEFR level C2) in English (essential);
- Fluent (CEFR level C1) in French (desirable);
- Excellent organisational skills and efficient management of multiple tasks and priorities – making the complicated simple (essential);
- Excellent communication, interpersonal and relationship management skills (essential);
- Strong influencing ability and gravitas for internal and external engagement (essential)
- Ability to collaborate on multiple work streams and respond to competing deadlines and emerging opportunities (essential);
- Ability to make sound decisions within an agreed strategy or framework, consulting with the line manager at appropriate intervals (essential).

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- Ability to identify and suggest improvements to donor cultivation, stewardship and pipeline management processes (essential).
- Ability to plan and monitor progress, and to ensure services and projects are delivered on time and in line with agreed standards (essential);
- Ability to understand and analyse budgets and financial information (essential);
- Ability to represent ClientEarth externally to high-value funders and other senior stakeholders (essential);
- Contribute consistently and meaningfully to team's monitoring, evaluation and learning activities to support a culture of continuous learning and innovation within ClientEarth (essential);
- Strong alignment with ClientEarth's values and commitment to our vision, and mission and equity, diversity and inclusion strategy objectives (essential).