



# JUSTICE

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## Philanthropy Manager

Salary: circa £45k | Full Time | London / Hybrid | Great Benefits |  
Important Purpose | Inclusive Culture

## Candidate Pack

*Early applications are encouraged, as the role will close at  
09.00am on Monday 15<sup>th</sup> June*

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## A message from our Chief Executive

Thank you for your interest in this role at JUSTICE. My name is Fiona Rutherford and I've been working for JUSTICE for 4 years. In that time, I've met and worked with some incredible people. And, as a team, JUSTICE has delivered some groundbreaking work to improve the UK justice system so it is fairer and within everyone's reach.



This pack sets out some helpful information about JUSTICE, the team, what we do and how we do it. At its heart, JUSTICE is a values-led organisation and you can read more about our values below. If you are serious about applying but have some questions then our Director of Strategy, Tyrone Steele, would be happy to have a short meeting to discuss the role. If you would like to have a brief meeting, please email: [REDACTED]

### About JUSTICE

JUSTICE is a law reform charity working to build a fairer UK justice system within everyone's reach.

For nearly 70 years, we have transformed the legal landscape for the better, led by evidence, expertise, and a focus on practical solutions.

We are the only non-governmental organisation whose work spans the whole of the UK justice system. Key legal bodies we now take for granted such as the Ombudsman, the Crown Prosecution Service, and the Criminal Injuries Compensation Board were all proposed and supported into being by JUSTICE.

JUSTICE's work is known for its independence and rigor, and grounded in deep subject matter expertise. We bring together experts from within and beyond law – including people with lived experience of interacting with the justice system – to develop realistic solutions to key challenges.

For more information, please see take a look at our [REDACTED]

### Our Values

#### **Inclusivity:**

We prioritise meaningful collaboration and learning. We seek a wide range of views, perspectives and expertise when conducting our work, ensuring the voice of those with lived experience are heard loud and clear.

#### **Integrity:**

We are trustworthy and evidence based. We work transparently and with intellectual rigour. We speak out with expertise and courage when appropriate.

#### **Independence:**

We prize our objectivity and impartiality, and we are pragmatic and considered in our approach. This enables us to influence and hold key decision-makers to account.

#### **Innovation:**

We're not afraid of thinking differently and challenging the status quo when it is not working. We strive to be forward looking and to set the agenda for justice system reform.



## Our People

JUSTICE has around [REDACTED] who work collaboratively across policy, fundraising, communications, membership, administration and governance.

Our work is overseen by [REDACTED] led by our Chair, Dame Alison Saunders DCB.

We also have a [REDACTED] led by our President, Baroness Helena Kennedy of the Shaws KC and Vice Presidents Dominic Grieve KC and Baroness Sarah Ludford, who support our work.

JUSTICE is assisted by a considerable amount of volunteer and pro bono support each year from a range of people who join our working parties, help with research

## How We Work

### Leading research:

Our research highlights key problems and proposes practical solutions, hundreds of which have been adopted.

### Advising policymakers:

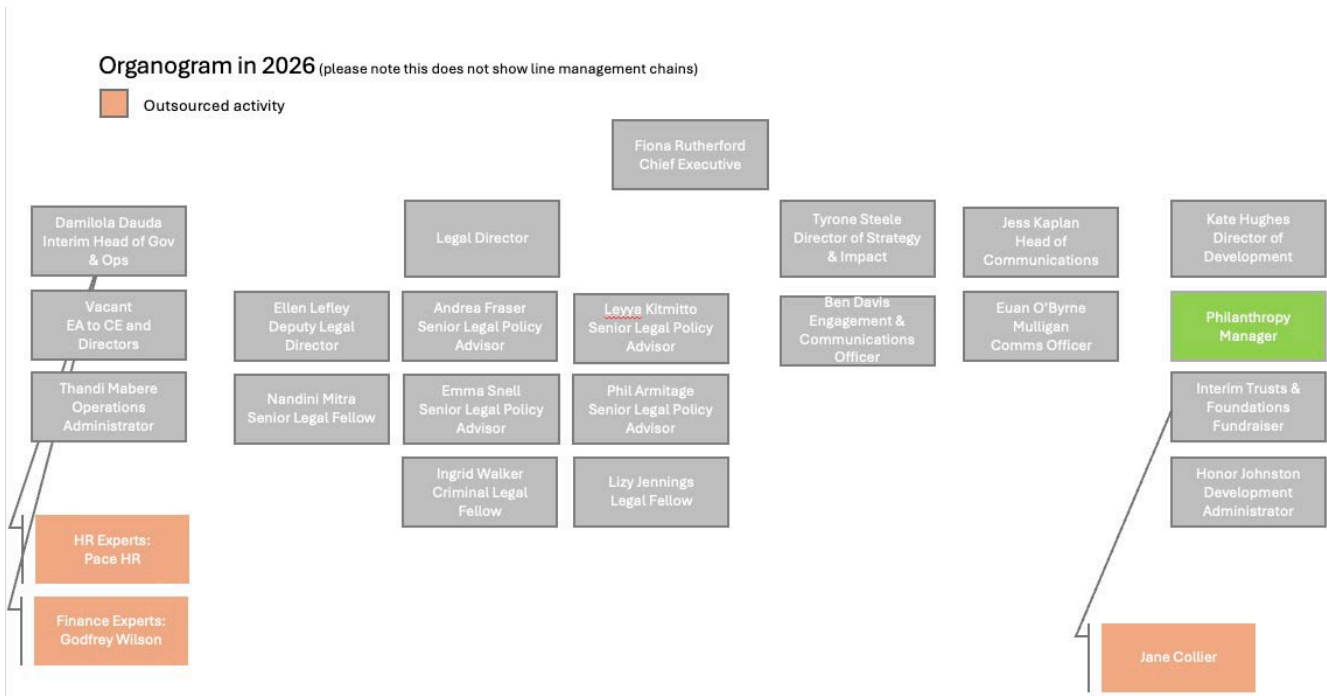
JUSTICE's strong reputation across Westminster and beyond is based on the quality and independence of its work.

### Convening experts:

Our events, working groups, and roundtables bring together leading experts across a wide range of justice topics.

### Building understanding:

Our spokespeople regularly appear in the media to set out why a fair justice system matters and how it can be achieved.





## Key Details:

<b>Job title</b>	Philanthropy Manager
<b>Salary</b>	Circa £45k
<b>Location</b>	London (Hybrid)
<b>Hours</b>	Full time
<b>Reporting to</b>	Director of Development
<b>Direct reports</b>	None (at least initially)
<b>Start date</b>	As soon as possible

### Benefits Include

- 27 days annual leave plus bank holidays.
- Time off between 25 Dec-1 Jan (inclusive) in addition to annual leave
- Two additional leave days to look after your wellbeing and to celebrate your birthday
- Generous pension scheme (8% employer contribution, rising to 10.5% after 2 years)
- Annual salary review (measured against inflation)
- Employee Assistance Programme
- Headspace subscription
- Opportunity for flexible working
- Working with a lovely, diverse group of people who care about building a fair, accessible justice system!



## About the Role:

JUSTICE is looking to recruit a Philanthropy Manager to join our friendly, outcome-focused, values-led team. This is a permanent role and offers an exciting opportunity for a passionate and creative fundraiser who is committed to building meaningful relationships and growing philanthropy income.

We are looking for an individual who is motivated by our purpose (to improve the UK justice system so that it is fair and within everyone's reach). The successful post holder will be an engaging and proactive fundraiser with experience of securing donations from high-net-worth individuals and mid-level donors. You will enjoy working autonomously, be comfortable taking initiative and bring a thoughtful strategic approach to developing and stewarding donor relationships.

Working closely with the Director of Development, Chief Executive and Senior Management Team, the Philanthropy Manager will play a central role in strengthening and expanding our major donor and mid-level giving programme. You will lead on cultivating, soliciting and stewarding a portfolio of prospects and donors, developing tailored engagement plans and ensuring our fundraising activity is insight-driven and aligned with organisational priorities.

By building strong relationships with donors, volunteers and supporters and by championing the effective use of data and insight, you will help deepen engagement with JUSTICE's work and increase the impact of our fundraising. You will be a key ambassador for the organisation, representing our mission and values with confidence, professionalism and warmth.

If this sounds like something you'd be interested in and something you would enjoy doing, please do apply!

## Job Description

### Key responsibilities:

#### *Major Donor and Mid-level giving*

- Manage, grow and steward JUSTICE's portfolio of mid-level and high-level prospects and donors, ensuring tailored cultivation, solicitation and stewardship plans.
- Build and maintain a robust prospect pipeline to support income targets and long-term fundraising objectives.
- Recruit and secure major gifts, establishing long-term, high-quality relationships with high-net-worth individuals and other key supporters
- Identify and qualify new prospects through research into philanthropic interests, wealth, networks, and propensity to give.

#### *Fundraising Programmes and Income Growth*

- Develop sustainable income streams from major donors, mid-level donors and wider individual giving.
- Support individual giving campaigns, payroll giving and in-memory giving as part of the broader fundraising programme.
- Provide advice and support to the Senior Management Team on major donor and individual fundraising approaches.
- Lead on the design and delivery of bespoke cultivation events for donors and prospects, working collaboratively across teams.

#### *Data Insight and Systems*

- Champion the use of data and insight to strengthen donor management and regular giving.
- Lead on the management of the prospect pool, pipeline, workflows and income forecasts, producing regular reports on progress and performance.
- Ensure effective use of the fundraising database for prospect research, donor stewardship and income tracking.
- Maintain compliance with all relevant privacy, data protection and fundraising legislation.

#### *Internal Collaboration and Organisational Contribution*

- Work closely with the Director of Development and Development Administrator to deliver an exceptional mid- and high-level giving programme, strengthening internal processes and alignment across income streams.
- Act as an ambassador for JUSTICE, presenting the organisation and its work to a wide range of audiences.
- Contribute to the development of the organisation's overall fundraising strategy.
- Model collaborative, creative and cross-team working across the organisation.

#### *Governance Due Diligence and Reporting*

- Provide regular fundraising and income forecasts to the Chief Executive and Board.
- Prepare briefings on major donor prospects for the Director of Development, Senior Management Team and Board.
- Support the Director of Development in producing reports for the Board.



## Person Specification:

### *Essential Experience*

- Experience of securing donations from high-net-worth individuals and mid-level donors, with a strong track record of building and stewarding long-term donor relationships.
- Demonstrable experience of network and relationship mapping to identify, cultivate and secure philanthropic support.
- Experience conducting high-quality donor and prospect research, including assessing philanthropic interests, wealth indicators, and giving propensity.
- Regular use of a fundraising database (e.g., Raiser's Edge/NXT or similar) to manage donor pipelines, track income and support decision-making.
- Strong planning, strategy development and implementation skills, with the ability to prioritise effectively and manage competing deadlines.
- Experience representing an organisation to funders and prospective supporters in both formal and informal settings.
- Excellent written and verbal communication skills, with the ability to present complex information clearly, persuasively and with confidence.
- Strong analytical and problem-solving skills, including the ability to use existing data and identify opportunities for improved insight.
- Good IT skills, ideally with experience of Microsoft 365

### *Desirable Experience*

- Proven record of securing and developing five- and six-figure gifts or partnerships.
- Knowledge of charity law, fundraising regulations, and ethical fundraising practice.
- Understanding of charity finance, including budgeting, forecasting and financial reporting.
- Experience working in the legal, social justice, finance or business sectors.
- Experience proactively supporting or managing development boards or senior volunteer groups.
- Experience working with governance committees.



## Application Process:

Early applications are encouraged, as the role will close at 09.00am on Monday 15<sup>th</sup> June.

To apply, please submit your CV (maximum 2 pages) and, in a separate document, a two page Expression of Interest to [REDACTED] addressing how you meet the Person Specification (in page 7 above).

Your application will be sifted and if you are successful, you will be invited to interview by Monday 22 June. Interviews are likely to take place in the week commencing 29 June and your interview panel will consist of the Director of Development and Director of Strategy and Impact. We will do everything possible to find a time that is convenient for you.

JUSTICE is an equal opportunities employer. We encourage applications from people of all backgrounds and welcome everyone who shares our values and purpose regardless of age, gender, race, region, socio-economic background, education, sexuality, identity, disability and neurodiversity.

### **Expression of Interest (maximum 2 pages)**

Carefully go through the job description for this role and provide evidence that addresses the criteria in the Person Specification. You should avoid statements without evidence to support the assertion you might be making.

For example, avoid: 'I am proactive and adaptable when it comes to challenges and opportunities' without adding any examples or evidence to support the sentence.

Instead, ensure there is an example of your work/experience included eg: 'Evidence that demonstrates my ability to be adaptable and proactive includes my approach to a change programme I was leading last year. There were a number of barriers I encountered, one of which was the need find a more cost-effective solution. I adapted my approach by reviewing a number of alternatives and then produced an options paper for the Director with my recommendation and my rationale for this recommendation.'