

Philanthropy Manager

Recruitment Pack

August 2026



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If you would like this Recruitment Pack in a different format, or have any access needs throughout the application process, please contact us: call 0117 989 7700 or email recruitment@quartetcf.org.uk.

Essential Background to the Role:



We are pleased to share this vacancy for the role of a full time Philanthropy Manager at Quartet Community Foundation, and thank you for your interest in the role.

This is a key role in Quartet's Philanthropy team, leading our place-based work across Bath and Northeast Somerset (B&NES) and helping donors give confidently and effectively to local communities.

The successful candidate will manage a portfolio of fund holders, provide high-quality philanthropy advice and grant making support, build relationships with prospects and partners, and raise Quartet's profile across B&NES. They will also engage with our North Somerset fund holders and grantees. They will support events, develop insight into local community need, contribute to our wider philanthropy strategy, and line manage Philanthropy Officers.

This opportunity would suit someone who enjoys relationship-building, has strong communication and management skills, understands excellent donor stewardship, and is motivated by Quartet's mission, values and commitment to equity, diversity and inclusion.

Quartet is passionate about ensuring that our organisation reflects the diverse communities we serve. We particularly welcome applications from men and non-binary people; disabled people; people aged under 35 or 65 and over; people from Black, Mixed or other racially minoritised backgrounds; people of faith; and residents of B&NES, North Somerset and South Gloucestershire, as these groups are currently under-represented within our staff team.

If you are interested in applying, please read the contents of this pack in full, and then submit an application detailing your experience and ways in which you meet the person specification .



About Quartet:

The West of England is a place that inspires people to put down strong roots and to care deeply about the issues facing people living here.

Quartet is the local community foundation for this region, covering Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. We help ordinary people do extraordinary things that make our local communities thrive and improve the lives of people who live here.

We want to see a West of England where communities are well resourced, confident and strong, where grassroots community and voluntary groups can respond to the needs and aspirations of all who live there, now and forever.

Quartet is here to inspire local philanthropy, channelling people's generosity to help our region become fairer, greener and a place for all to thrive. We do this by awarding approximately £5 million in grants each year to a wide range of local charities and community groups addressing pressing social needs. Funding for these grants comes from our growing permanent endowment fund and from "flow through" funding provided by revenue funds. We hold almost 350 individual funds.

We are part of a national network of 47 Community Foundations across the UK matching people who want to give money locally with organisations and charities working to help local communities on the ground. Our main office is in central Bristol at Royal Oak House, a 5-storey building owned and occupied by Quartet, along with 5 other independent charities (as a multi occupancy tenanted building). We have a satellite office in Bath, and we adopt a hybrid working model. Work across our region, including North Somerset and South Gloucestershire will also be required by this post.

This is an exciting time to join Quartet. We recently launched our new three-year strategy 2026-2029, containing ambitious plans to increase our impact through grant giving, strengthen our understanding of local communities and raise the profile of place-based giving. The strategy outlines how we aim to diversify and strengthen our donor base, driving increasing philanthropic giving, so that we can distribute £6.5 million in grants annually by 2029.



Vision, Mission, Values:

Our Vision

A West of England where local communities are well resourced, confident and strong, where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and forever.

Our Mission

To inspire people to help transform our local communities so that they become fairer, greener and a place for all to thrive, forever.

Our Values

At Quartet Community Foundation, our values shape how we work, how we build relationships and how we deliver our mission of Local Giving to meet local need. As a member of the Quartet team, you'll be expected to demonstrate our values every day:

- Communities at our heart
Funding vital work in and for the communities who need it most.
- Trusted
Inspiring trusted giving to create lasting local impact.
- Evolving
Learning and adapting, to grow for good.
- Integrity
Embodying accountability and integrity in all we do.
- Inclusive
Including and respecting everyone, everywhere.



Role Description:

Role Purpose

Leads the Foundation's donor development, fund management, and community engagement across Bath and North-East Somerset, combining direct philanthropy advisory work with place-based leadership for the area.

The role sits within the Philanthropy team and is part of the Management team at Quartet.

Principal Accountabilities

1. Lead Quartet's philanthropy work in the B&NES area (working effectively with Quartet colleagues and Trustees) through the provision of excellent philanthropy advice and grantmaking, and the effective cultivation of new and existing donor relationships.
2. Manage a varied portfolio of between 30 - 40 fund holder relationships, providing expert philanthropy advice and grantmaking services.
3. The effective cultivation and solicitation of potential donors to establish new philanthropic funds and encourage additional donations to grow existing funds or flow through Quartet with a primary focus on the B&NES area.
4. Develop and deliver activities and events for fund holders and prospects to support philanthropic growth in B&NES.
5. Maintain an up-to-date evidence-based understanding of social need in B&NES to inform donor advice, partnerships and programme priorities.
6. Raise Quartet's profile in B&NES including representing Quartet at external events and with stakeholders in the B&NES area including the Somerset Lieutenancy and the High Sheriff of Somerset
7. Contribute to the development and delivery of Quartet's philanthropy strategy by identifying opportunities to grow philanthropy, strengthen donor engagement and develop place-based giving across Bath & North East Somerset.
8. Line-manage Philanthropy Officers, appraising, motivating, setting goals and managing workload, training and development.
9. Undertake any other duties as reasonably required, commensurate with the level and responsibilities of the role.



Person Specification:

We are looking for someone who has the necessary experience, skills and outlook to lead and deliver on the responsibilities outlined above.

Please ensure that you demonstrate in your application form the ways in which you meet the essential and desirable criteria point by point. You will significantly enhance your chances of being shortlisted if you clearly address each element of the person specification; the panel will mark your application against this criteria.

Essential Criteria

- Strong commitment to the mission, vision and values of the Community Foundation, including our diversity, equity and inclusion work
- Considerable experience of establishing rapport and building, managing and cultivating high value donor relationships to an exceptional standard
- Experience of brokering new partnerships and/or securing income from high-net-worth donors
- Highly developed relationship management, communication and influencing skills coupled with the ability to engage a wide variety of stakeholders
- Proven track record of working in a client-focused relationship management environment such as philanthropy, fundraising, marketing or sales
- Excellent customer service, interpersonal, listening and communication skills
- Excellent ICT skills including use of Microsoft office 365, CRM database, spreadsheets and online platforms and ability to be self-servicing
- Experience of line management
- Ability to work independently
- Enthusiasm, flexibility and the ability to cope well under pressure
- Willingness and flexibility to undertake evening/weekend duties and travel outside of the region

Desirable Criteria:

- Experience of working in the voluntary and community sector, and/or in philanthropy
- Lived experience or deep understanding of local community needs in the B&NES area
- A full clean driving licence and access to a car.



Conditions of Employment:

Role

- Philanthropy Manager

Reporting to

- Head of Philanthropy

Direct reports

- Philanthropy Officers

Hours

- Full Time (35 hrs per week), permanent
- Quartet operates a hybrid working arrangement for the majority of roles, with an absolute minimum of 60% office / 40% home working. All staff are also required to be based in the Bristol office on Wednesday mornings to aid teamwork and good communication.

Salary

- £40,176 per annum

Location:

- Based in our Bath office with travel at least once a week to the Bristol office, and other West of England locations as required.

Probationary period

- 6 months, during which the notice period is two week's written notice on either side

Workplace pension

- Quartet operates an auto-enrolment pension scheme, with eligible employees enrolled after three months' employment. 6% employer contributions will also be backdated to joining date upon successful completion of probationary period.

Staff benefits

- Quartet offers a staff benefits scheme via the Hospital Saturday Fund ([HSF](#)) and pays a higher entry level fee of up to £18 per employee per month.
- Employee Assistance Programme
- Cycle to work scheme



Holiday Entitlement

- 38 days' annual leave in total, made up of 25 days' holiday, public holidays, Christmas Eve, the three working days between Christmas and New Year, and one day's birthday leave.
- An additional 1 day's leave is awarded after 5 years of continuous service, and an additional 2 days after 10 years of continuous service.

Travel expenses

- Car, cycle and motorbike mileage allowance for travel in connection with work.

Subject to:

- Offer of employment subject to satisfactory completion of multiple reference checks and Basic DBS check.



How to Apply:

This job pack, Quartet's job application form, and our Equality and Diversity monitoring form can be downloaded from this role's vacancy page on our website.

If you would like to arrange an informal conversation prior to applying, please contact Quartet's Head of Philanthropy via email sabita.ravi@quartetcf.org.uk who will be happy to arrange to speak with you.

To apply, please send all the following via email in order to apply and be considered for interview:

- A completed Quartet job application form which includes your basic details and detailing the ways in which you meet the essential and desirable criteria.
- An up-to-date CV (max. 2 sides of A4)
- A completed anonymous Equality and Diversity Monitoring Form (this is voluntary)

To: recruitment@quartetcf.org.uk

Referencing: 'Philanthropy Manager' in the email subject line

Closing date: 10am on Monday 14th September 2026

Interviews: Interviews will take place on Friday 25 September 2026. We will confirm the location, format and any preparation requirements with shortlisted candidates.

Quartet is a Disability Confident Committed employer, which means we value recruiting and retaining disabled people. Any applicant who considers themselves to be disabled and meets the essential criteria listed in the job description is guaranteed an interview.

We will make reasonable adjustments throughout the recruitment process and, where relevant, provide continued support. To discuss any adjustments, please call 0117 989 7700 or email recruitment@quartetcf.org.uk.