



# Philanthropy Officer

Appointment Details





# Welcome

Thank you for considering the new role of **Philanthropy Officer** at Innovista International.



Innovista identifies, equips and develops Christian leaders working in challenging contexts.

Every year, we train and mentor around 1,500 leaders in Britain, Ireland, Moldova, Ukraine, Central Asia and beyond.

We help leaders transform people and communities through churches, ministries and enterprises.

Inspired by Jesus, we equip leaders to build a better world.





## The role

**This role is about inspiring people to play their part in God's transforming mission in the world. The Philanthropy Officer will help to find and engage supporters who care about leadership and mission in challenging contexts. If you are someone who is highly organised, enjoys getting to know people and can craft creative, personalised communication, this could be a great role for you.**

We are looking forward to welcoming our new Philanthropy Officer. If you meet the criteria outlined later in this candidate pack, or feel you could grow into them, I very much hope that you will apply for this role.



Hannah Burnham  
Director of Development  
Innovista





# Innovista's Identity, Culture and Values

Innovista's purpose is to see people and communities changed by the hope of Jesus.

We believe that God is in the business of making everything new and we serve that mission.

At the heart of our ministry is a team of people who pursue excellence in their work, personal, and team development.

## Wise stewardship:

Using our resources in ways that bring the most hope and change.

- ◆ We measure our impact and effectiveness.
- ◆ We pursue and provide feedback and evaluation.
- ◆ We own our development and support the development of others.
- ◆ We intentionally apprentice others.

## Engaged in context:

Context shapes what we do and how we do it.

- ◆ We work to understand and communicate in context.
- ◆ We affirm and challenge the context.
- ◆ We prioritise pioneering and innovation when the context requires it.

Our culture expects and rewards learning, so every team member has a personal development plan and a budget to support it.

Our work is guided by a set of **core values – convictions that lead to behaviours. These are:**

## Inspiring excellence:

Serving with distinctive quality.

- ◆ We plan for and evaluate for distinctive quality.
- ◆ We always look to improve.
- ◆ We learn from experts in other fields who can help us grow and do better.
- ◆ We take risks in pursuit of improving and learn when it doesn't work out.

## Effective teamwork:

Working with others to go further.

- ◆ We play people to their strengths and gifts as much as possible.
- ◆ We practice conflict about ideas to improve our decisions.
- ◆ We take initiative to quickly resolve personal conflict according to agreed process.
- ◆ We commit to and communicate clear expectations and agreements.



# Philanthropy Officer

## Role responsibilities

In line with Innovista's purpose and strategic goals, you will be responsible for:

### Building relationships

- ◆ Support the International Director and others to develop relationships with philanthropists who can give high value gifts.
- ◆ Oversee relationship management for each philanthropist, planning and providing regular, personalised communication to match their interests.
- ◆ Communicate regularly with philanthropists who give to and pray for Innovista's work, to maintain good relationships and share updates.

### Creating engaging resources

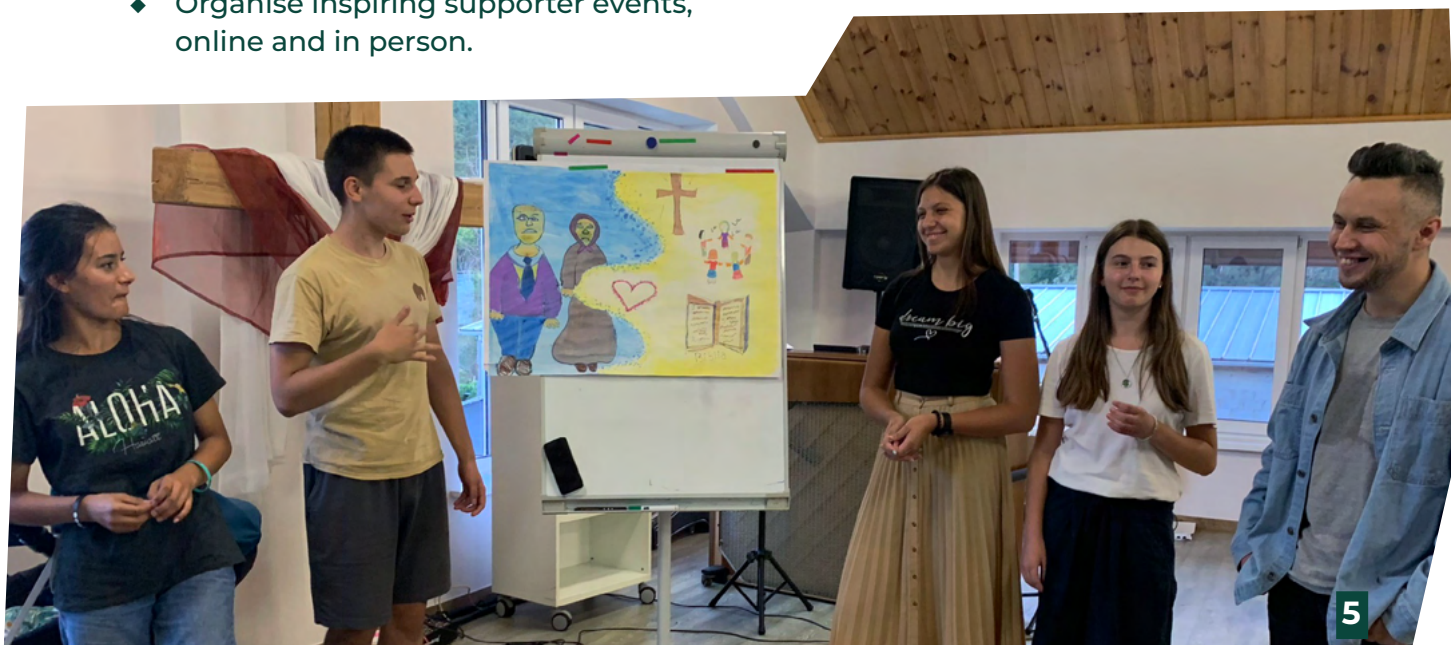
- ◆ Gather stories of impact from calls with international staff.
- ◆ Write project proposals, funding applications and progress reports, to appeal to the interests and reporting needs of each philanthropist.
- ◆ Create memorable project updates and stories of impact to share in donor visits, phone calls and emails.
- ◆ Design thoughtful, bespoke communication pieces to engage and thank philanthropists, e.g. video messages, meetings with international staff.
- ◆ Organise inspiring supporter events, online and in person.

### Planning and researching

- ◆ Proactively research, identify and cultivate a list of new potential supporters.
- ◆ Contribute to monthly philanthropy planning meetings.
- ◆ Work with the International Director's PA to schedule donor meetings and speaking engagements.
- ◆ Write briefing notes ahead of donor meetings, and meeting notes afterwards.
- ◆ Monitor the gifts and pledges we receive from philanthropists and work with the finance team to check progress towards our income targets.

### General

- ◆ Shape and pursue your personal development plan in ways that develop your strengths and gifts.
- ◆ Take part in team life, including weekly staff prayers, supporter relations team meetings, team training days and other events.
- ◆ Carry out additional duties that may be required.





## Person Specification

### Experience and qualifications

You have...

#### Essential

- ◆ Professional experience in a supporter/client-facing role.
- ◆ IT literacy - competent in using Microsoft Office.

#### Desirable

- ◆ Experience of mid-major gifts fundraising or managing a portfolio of clients or accounts towards income targets.
- ◆ Experience of using a fundraising database or client relationship management (CRM) system.
- ◆ Some experience of public speaking (e.g. in a business or church setting).
- ◆ Membership of the Chartered Institute of Fundraising.

### Skills

You are...

- ◆ A good listener. You use your interpersonal skills to adapt your conversation to the other person's interests and build rapport.
- ◆ Clear and compelling in your communication (in writing and verbally).
- ◆ Confident to pick up the phone and build relationships.
- ◆ Skilled at thanking people. You write personalised messages and you choose thoughtful, appropriate gifts.
- ◆ Very organised. You can manage a busy diary, keep good notes and schedule follow up tasks.
- ◆ Strong on detail. You do your research and remember things that are important to people.

### Character

You are...

- ◆ A 'people person', through and through. You enjoy getting to know people and you remember what motivates and delights them.
- ◆ Someone who naturally enthuses and would like to invite others to be part of something inspiring.
- ◆ Motivated to meet targets and contribute to growth.
- ◆ A committed and mature follower of Jesus. You resonate strongly with Innovista's purpose, values and statement of faith.
- ◆ Open to feedback and eager to grow and develop.
- ◆ Able to maintain confidentiality.
- ◆ Self-motivated.
- ◆ Able to work well with others, in a team.



**Reports to:** Director of Development

**Location:** Home-based with a requirement to attend regular 2-day team meetings in Oxford.

**Hours:** Full-time (37.5 hours/week), permanent. Applications are also welcome from candidates who wish to propose a part-time arrangement of 22.5 hours/week or more.

**Salary:** £28,000-£32,000 per annum FTE

**Occupational Requirement:** This role has an occupational requirement to be filled by a Christian under the provisions of the Equality Act (2010)

## Notes

### Job Description

This Job Description is not exhaustive and changes may be required as the organisation develops. Changes to this job description will be carried out in consultation with the holder of the post.

### Hours of work

This role is intended to be full time (37.5 hours/week) although applications will also be welcomed from excellent candidates who wish to propose a part time arrangement of 22.5 hours/week or more. Hours may be worked on a flexible basis during the week as mutually agreed between the staff member and their line manager.

### Location

The successful applicant will need to provide evidence of their right to work in the UK. We cannot provide sponsorship for this role.

### Holiday

Full-time staff receive 25 days paid holiday each year, as well as statutory and other public holidays in the country in which they are based. Holiday allowance for part-time staff is calculated on a pro-rata basis.

### Personal Development

Each staff member has a personal development plan designed to enhance job performance and receives mentoring and coaching as appropriate. We also set

aside time for Team Days during the year (currently every 6 weeks) to pause, reflect, learn and plan together as a team.

### Confidentiality

Any information relating to people contacted by the charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

### Safeguarding

Innovista is committed to protecting the well-being of all children and adults at risk and expects this commitment from all employees and volunteers. A copy of our Safeguarding Policy and Whistleblowing Policy are available. Innovista adheres to Safe Recruitment for all roles, requiring DBS checks where necessary.

### Privacy

We value your privacy. We promise to keep your details safe and will never sell them. Need extra reassurance? Read our full privacy policy online ([innovista.org/privacy](http://innovista.org/privacy)). You can change how you hear from us at any time – just email [hello@innovista.org](mailto:hello@innovista.org) or call 01865 788350.

# How to apply

To apply for the Philanthropy Officer role please download the application form, confidential information form, and optional EDI monitoring form from the Innovista International website [here](#) and send these with a CV and covering letter as directed on the website.

To arrange a discussion about this role before applying please email [\*\*hannah.burnham@innovista.org\*\*](mailto:hannah.burnham@innovista.org)

**Closing date - 4 August 2024**

Interviews will take place the week commencing 19 August 2024.