



Job Description

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| Title: | Philanthropy Officer |
| Reports to: | Management Team |
| Salary: | £26,000 per annum pro rata Potential to earn an annual bonus, based on performance |
| Hours: | 16 hours per week (flexible) |
| Based: | Hospital based/Hybrid. Vale Wildlife Hospital, Beckford, Glos GL20 7AN |
| Terms: | Initial 12-month contract, with a potential to become permanent. 28 days annual leave entitlement (pro rata). |

About Vale Wildlife Hospital

Vale Wildlife Hospital is one of the UK's largest wildlife rehabilitation hospitals, treating over 7,500 sick, injured, and orphaned animals and birds every year, with an aim to release as many of those casualties as possible, back to the wild, where they belong.

Vale Wildlife Hospital was founded back in 1984 and this year, celebrates 40 years of 'Helping Britain's Wildlife'.

The hospital is staffed 24 hours a day, 7 days a week, 365 days a year for any wildlife casualties to be brought in. Our trained staff also attend large mammal 'call outs' and assist emergency services with wildlife, when needed.

Our current running costs are over £60,000 every month and we receive no government funding.

Now we need to make a change to secure the future of Vale Wildlife Hospital, exploring networks and establishing a new model of philanthropic giving, building a pipeline of new supporters.

If you have a successful philanthropy background and want to make a difference to our beautiful British wildlife, we'd love to hear from you.

Role Purpose

This new role has been created to develop the charity's grant income through compelling and bespoke applications to Trusts and Foundations in support of Vale Wildlife Hospital. To secure gifts and lasting relationships from individuals for our priority programmes.

Your experience of developing strong relationships with supporters, clients or customers alongside your confident, clear, and persuasive written and verbal communication skills will stand you in good stead to thrive in this new role.

We are a collaborative, unique and encouraging team, committed to making a big impact on British wildlife, but we also have fun along the way.

| Main Duties | |
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| Key Tasks | <ul style="list-style-type: none"> • To take responsibility for securing donations from grant making Trusts and Foundations. • To research and apply for eligible funding opportunities, having responsibility of the process (initial application through to monitoring and reporting). • Ensure your approach follows the charity's internal processes and policies, and abide to all relevant legislation, regulations, and industry standards. • Maintain accurate and up-to-date records of all fundraising activity, including proposals, applications, and donor interactions, and be able to regularly report this activity back to the Management Team. • Create compelling cases of need to help tell the 'story' and vision of Vale Wildlife Hospital. • Support the development and delivery of an effective legacy-giving campaign. |
| General Duties | <ul style="list-style-type: none"> • Represent the organisational ethos and values to supporters and stakeholders. • Attend events, networking opportunities, and other external meetings to build relationships with potential donors and raise the profile of the charity, ad hoc as time allows. <p>The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</p> |
| Experience | |
| Essential | <ul style="list-style-type: none"> • Experience with interacting and developing relationships with supporters or customers using a variety of channels written and verbal. • Ability to communicate in writing and orally in a succinct and engaging manner. • At least two years' experience administering grant programmes. • Experience of grants administration procedures, protocols and customer care. • Experience of prospect research within the not-for-profit sector. |
| Desirable | <ul style="list-style-type: none"> • Experience developing and managing relationships with fundraisers and other stakeholders. |
| Skills and Knowledge | |
| We're looking for someone who has | <ul style="list-style-type: none"> • Excellent organisational skills. • A high level of enthusiasm, self-motivation and flexible approach. • The ability to take initiative and work independently to manage pieces of work, including taking responsibility for managing projects. • A good understanding of the charity sector and emerging trends in fundraising. |