

Job Description

Job Title	Philanthropy Officer
Reporting to	Head of Philanthropy
Responsible for	N/A
Hours	Full time
Salary	£31,000 to £34,000 dependent on experience
Benefits	Attractive benefits package including private health care, employee discount scheme and cycle to work scheme
Location	Hybrid working between London Bridge office (minimum 2 days per week) and remote working

Organisation

Wellbeing of Women is the women's health charity saving and changing the lives of women, girls and babies. Our ambition is to ensure that women's lives are not limited by their gynaecological and reproductive health.

We do this by investing in world class research, championing education, tackling taboos, influencing guidelines, policy and practice and empowering women to advocate for themselves.

The charity is in an exciting stage in our evolution. We have just set our strategy for the next 5 years and we have ambitious plans to grow our fundraising to enable us to achieve more to support women and girls at all stages of life.

We are looking for a dynamic and proactive Philanthropy Officer to bring their energy and passion to join our fundraising team working with long standing existing donors and building a strong pipeline for future income.

How to Apply

Please send your CV and a supporting statement detailing how you meet the person specification to c.reynolds@wellbeingofwomen.org.uk

The closing date for applications is 12 June 2026 with first interviews planned for w/c 22 June 2026

If we do receive suitable applications before this date we reserve the right to close for applications at an earlier point.

Wellbeing of Women is an equal opportunities employer.

Main Purpose of Job

You will work within the Fundraising Team to grow income with a particular focus on developing mid-level donors and supporting the delivery of fundraising events. You will also contribute to pipeline growth through prospect research across major donors and family trusts and foundations.

You will bring your experience of fundraising and relationship building to support the donor journey from identification and cultivation through to solicitation and stewardship.

Supporting the Head of Philanthropy and Community Fundraising, you will play a key role in managing and developing relationships with mid-level donors and supporting the progression of donors across the pipeline

As we grow and develop the team, in alignment with the new strategy, you will contribute to a positive, values-driven culture and support the delivery of our fundraising ambitions through a proactive, organised and collaborative approach.

We are looking for someone who is hands-on and passionate about building relationships, demonstrates initiative, is well organised, adaptable and enjoys working as part of a team committed to improving women's health.

Responsibilities

Main Duties

- Prospect research across mid-level, major donors and Trusts and Foundations to support pipeline development
- Support delivery of giving circles

Mid-Level Donor Management:

- Manage a portfolio of mid-level donors, ensuring regular engagement and progression towards increased giving
- Support the development of the mid-level donor programme alongside the Head of Philanthropy and Community Fundraising
- Contribute to the creation and delivery of a clear and engaging mid-level donor journey
- Work with the Community & Digital Fundraising Manager to:
 - Maximise giving from mid-level donors to appeals
 - Identify and qualify mid-level and major donor prospects from appeals, challenge events and other income streams

Events and Donor Engagement:

- Support the delivery of fundraising events, including:
 - Donor stewardship and thanking
 - On-the-day relationship building
 - On the day relationship building

- Lead on post-event follow-up, ensuring timely and effective donor stewardship and progression of opportunities

Wider Responsibilities

- Be an active member of the fundraising team, contributing to the development and implementation of the fundraising strategy
- Represent Wellbeing of Women at relevant speaking and networking events
- Maintain accurate and up-to-date records on the CRM, including donor interactions and next steps

Person Specification

Criteria	Essential	Desirable
Experience		
<ul style="list-style-type: none"> • Experience of working in a philanthropy or fundraising role, with the ability to manage multiple priorities and work independently • Experience of developing compelling donor communications or fundraising asks • Experience of working with a CRM database • Experience of supporting with major donor fundraising events • Experience of working with stakeholders at all levels internally and externally • Experience of Trusts & Foundations fundraising • Experience contributing to donor journeys or engagement planning 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Knowledge and Skills		
<ul style="list-style-type: none"> • Excellent relationship building skills • Good understanding of fundraising processes, e.g. due diligence procedures, fundraising code of conduct, contracting and data • Good database management skills • Strong prospect research skills • Strong written communication • Ability to prioritise workload and proactively manage donor activity 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p>
Attributes		
<ul style="list-style-type: none"> • Proactive self-starter who uses initiative and is able to work with a high degree of autonomy • Confident communicator who enjoys working with wide range of stakeholders • Collaborative working approach 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Desirable</p>
Other Requirements		



WELLBEING OF WOMEN

<ul style="list-style-type: none">• Passion for improving women's health	Essential	
<ul style="list-style-type: none">• Commitment to Equal Opportunities	Essential	

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.