

April 2026



# Philanthropy Officer

Job pack



# Welcome!

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Community Foundation Wales is a trusted bridge between people who want to give and the communities they care about. Our work builds on generations of giving in Wales, using our expertise in community philanthropy to direct funding where it can make the biggest difference.

As we look ahead to our new five year strategy, we want to encourage more philanthropy and giving in Wales, so that we can further strengthen the support we give to local communities and charities.

In 2025/2026 we awarded £2.6m in funding, to 564 groups and individuals. Community Foundation Wales receives income from its endowment fund, now totalling £23m, and also by providing grant programme services across Wales.

This is the perfect time to join us as the future looks bright. Recent research shows projections for strong growth in donor-advised giving and philanthropy.

We have more work to do to share our story in Wales, to reach out and connect with more potential supporters and to better illustrate the impact that we're having in local communities.

This post is the perfect fit for someone who wants to make a difference for people in Wales. It's a great opportunity for someone seeking flexibility through work-life balance and who can themselves be flexible.

We're particularly interested in candidates who are able to work bilingually, ideally able to hold conversations or write in Welsh and to help create and shape our bilingual philanthropy content.

We are committed to supporting and promoting equality and diversity to create an inclusive working environment so would encourage applications from candidates from under-represented minorities.

We want to be as accessible as possible and welcome you to get in touch with Katy Hales, Director of Philanthropy to talk through the role and discuss any accessibility requirements. You can email [katy@communityfoundationwales.org.uk](mailto:katy@communityfoundationwales.org.uk) to arrange a call.

We follow a fair and open recruitment process that removes the barriers to appointing talented staff from diverse backgrounds and communities by removing any data from the shortlisting process that could identify a candidate. Our equalities data collection is anonymous and is only used for us to assess our reach rather than to inform the recruitment process.

We have a strong focus on team well-being and on development of personal and work skills. There are plenty of opportunities to learn, and to meet interesting people doing some fantastic things across Wales.

Through this pack, I hope you enjoy learning a little about us and the important work that happens here and that you feel we are the kind of organisation you would like to be a part of.

We look forward to hearing from you.

A handwritten signature in black ink that reads "Richard Williams". The script is fluid and cursive, with the first letter 'R' being particularly large and stylized.

**Richard Williams**  
**Chief Executive**

# About us

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Community Foundation Wales turns philanthropy into lasting community impact across Wales.

We're a trusted bridge between people who want to give and the communities they care about. Our work builds on generations of giving in Wales, using our expertise in community philanthropy to direct funding where it can make the biggest difference.

We work bilingually across the country and understand the strengths, challenges and opportunities within different communities. That knowledge means funding doesn't just have a one-off effect; it continues to make a difference over time.

We have long-standing experience enabling philanthropy across Wales. We handle the due diligence, grant-making and management of funds, ensuring they're invested responsibly to support communities and maximise their impact.

We believe strong communities need long-term, flexible support. That's why we work with donors so they can give in ways that support grassroots organisations and individuals to plan ahead and respond to local challenges.

We take a fair and transparent approach to funding, making it easier for people to apply and access support. We work openly with our partners, sharing insight and learning to strengthen communities across Wales.



# Benefits of working with us

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- **For your wellbeing:** flexible working arrangements; hybrid working; training and development opportunities as well as two days a year when you can volunteer in your community.
- **For your health:** 25 days annual leave (pro-rata for part-time working) plus bank holidays as well as 3 days additional leave between Christmas and New Year and 1 additional day's leave for your birthday; additional leave after 5 years of continuous service; cycle to work scheme; free eye test; monthly well-being initiatives; access to a Health Assured app.
- **For your financial security:** competitive pension scheme; annual pay review; enhanced maternity pay; paternity leave; adoption leave; employee assistance programme that extends to family.

## Our values

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We're a values-led organisation. Our values have come from our team, shape how we work and are embedded in everything we do. We're currently reviewing our values; in the meantime, please find our existing values below.

### We are good partners

- We respect and value our partners, be they part of our staff and trustee team, donors, supporters and people we work with.
- We understand that partnership makes us stronger and helps us to achieve more.
- We listen and use our skills and expertise to help people make great decisions and deliver results.

### We care about the people we work with

- We are warm, caring and considerate.
- We act with sincerity.
- We do the very best that we can for people in Wales.

### We make a difference

- We are committed to improving lives in Wales.
- We try new things, we fix problems and we learn.
- We are proactive and ambitious.



# What's it like to work here?

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Working for Community Foundation Wales is a really rewarding experience, it's a supportive team environment with a real passion for helping communities thrive. There is always a good balance of work and fun to be had which is a real plus.



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**Ceri Thomas, Grants Officer**

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I'm very happy working at Community Foundation Wales. It's a very people oriented, both for our clients and staff, and is very sensitive to and adaptable to the changing working environment that has been evolving, particularly since the pandemic, perfectly balancing staff flexibility with business needs.



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**Carol Doyle, Finance Assistant**

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Community Foundation Wales is a great place to work, it's a relaxed and friendly environment but with a high level of professionalism. The approach to staff is very nurturing and well-being is a key priority. In return staff give their all to achieve CFW's objectives. Communication is open and honest at all levels, which helps to create a strong team that trust each other.



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**Smitha Coughlan, Head of Finance**

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I've worked in much larger organisations before, and what struck me when I started working at Community Foundation Wales was how efficiently and positively everyone worked together to find solutions to problems and to resolve challenges. There's lots of opportunity to take part in professional development courses if there's something you want to build on, and everyone is encouraged to progress within their role. Flexibility is really key here – if you need time to go to a doctors appointment, see your child's school play or take the car for its MOT, it's never a problem provided you can keep on top of your work, which I really appreciate.



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**Katy Hales, Director of Philanthropy**



# About the role

This is a new, relationship-focused, income-generating role working closely with the Director of Philanthropy to grow and manage a portfolio of donors and fundholders at Community Foundation Wales.

You will build strong, lasting relationships with individuals, families and organisations, helping them to achieve their philanthropic goals while increasing charitable income and delivering meaningful impact in communities across Wales.

We're looking for someone with a strong understanding of social issues and community needs in Wales, who can use that insight to build networks, identify opportunities and develop tailored support for existing and prospective donors. This role will play a key part in securing new funding, growing our donor base and building high-quality, long-term relationships.

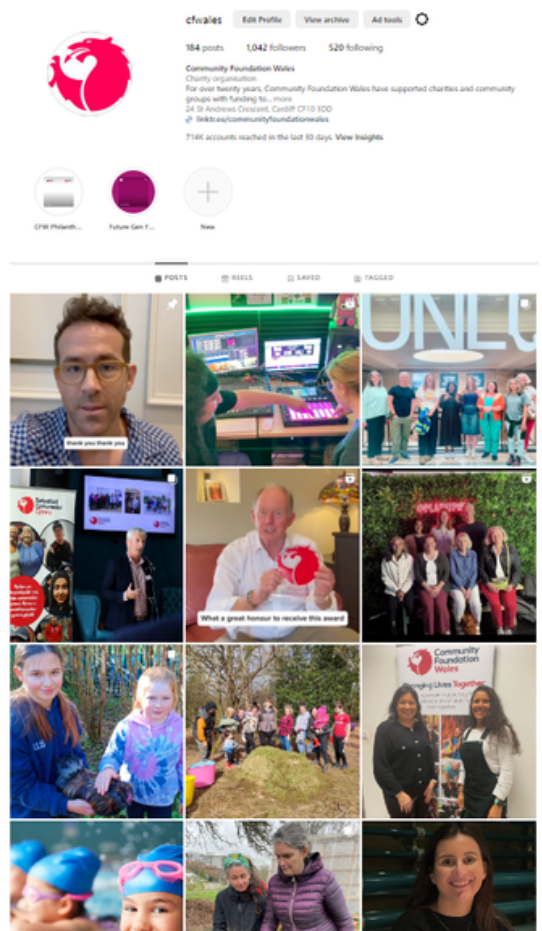


Community Foundation Wales Philanthropy Award 2024 winners - Ryan Reynolds and Rob McElhenney

Community Foundat... 21 subscribers

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# Job description

## Philanthropy Officer

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**Hours:** Full-time, with flexibility to discuss alternative working patterns for the right candidate. Some evening, weekend work and occasional overnight stays are required.

**Salary:** £31,900 FTE

**Responsible to:** Director of Philanthropy

**Location:** Hybrid working - working from home and the Cardiff office (at least 1 day per week, with Tuesday/Wednesday being our anchor day when team meetings take place).

**Contract:** Permanent

## Key skills

**To be successful in this role, you will have:**

- Proven experience in a philanthropy or fundraising relationship management role.
- Ability to identify and develop new philanthropic opportunities, including prospecting and converting new donors.
- Excellent interpersonal skills and experience of developing, managing and growing relationships.
- Strong communication, evidencing excellent customer relationship with a focus on trust, respect, confidentiality and attention to detail alongside the ability to juggle multiple relationships simultaneously.
- Confidence speaking publicly to a variety of audiences.
- High levels of motivation, be results-driven and able to work independently as well as collaboratively within a team.
- Experience of producing compelling reports, narrative and presentations alongside creating tailored donor experiences to inspire donors.
- A strong commitment to your own learning and development.

# Key responsibilities

## **To develop and manage a diverse portfolio of funders and donors including trusts, foundations, corporates, businesses and donors**

- Build and strengthen corporate relationships, working closely with the Director of Philanthropy, to identify opportunities for collaboration, sponsorship, and Corporate Social Responsibility alignment.
- Develop tailored engagement packages, working closely with Communications and Marketing, that connect new and current stakeholders with existing programmes or support them to establish their own Funds, demonstrating clear social impact in local communities.
- Carry out proactive prospect research to identify new funding opportunities and strengthen the opportunity pipeline.
- Cultivate and support new donor relationships.
- A target-driven approach, with experience of growing income and supporter or customer engagement.
- Lead on the development and management of our Friends Programme, designed to engage both individual and corporate supporters.
- Develop and lead relationships with ambassadors and the Welsh diaspora to increase engagement and support for our work.

## **To raise the profile of the community foundation including through providing content for external communications and representation at events, both online and in person, with the willingness and flexibility to undertake occasional evening/weekend duties.**

- Working closely with the Communication and Marketing team, lead on the timely planning and preparation of engaging content for philanthropy-focused Newsletters, Social Media content and Impact Reports to highlight our stories and the difference donor contributions make across Wales.
- Lead on the planning and implementation of philanthropy-focused events.
- Organise and attend events as required to build new donor relationships.
- Support the development of a legacy campaign, working with national partners across Wales.

## **Other**

- Ensure philanthropic-giving complies with all fundraising regulatory and legal obligations, including GDPR, The Fundraising Regulator, and the Code of Fundraising Practice.
- Ensure our CRM database, Salesforce is up to date with accurate and relevant information.
- To maintain an active understanding of issues relevant to the foundation's work and to develop a personal expertise around a specific area of interest to the foundation.
- To contribute to the building of philanthropic and community knowledge within Community Foundation Wales.
- To support the Director of Philanthropy on the preparation and administration of relevant Committee papers as required.
- To carry out all other reasonable duties as requested by the Director of Philanthropy and/or Chief Executive.

## Essential

- Educated to degree level, or equivalent experience of working in a philanthropy or fundraising role.
- A strong communicator with experience of developing, managing and growing relationships.
- Understanding of fundraising regulatory and legal obligations.
- Experience of speaking publicly with a variety of audiences.
- Experience of research and producing compelling reports, narrative and presentations.
- Excellent organisational skills with the ability to prioritise.
- Experience of using a Customer Relationship Management (CRM) database.
- High levels of motivation, results-driven and able to work independently as well as collaboratively within a team.
- A strong commitment to your own learning and development.

## Desirable

- We're a bilingual organisation. The ability to work in Welsh would be a strong advantage for a candidate with the skills and experience we are seeking.
- An understanding of community needs in Wales.
- Knowledge of data protection.
- Experience of engaging with high-net-worth individuals and/or working with businesses.
- Experience of organising and planning events (in person and virtual).

# How to apply

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**To apply please send your CV and cover letter to:  
[info@communityfoundationwales.org.uk](mailto:info@communityfoundationwales.org.uk)**

In your covering letter, please refer to the key skills and experience required, noting what attracted you to this role, and how your experience and expertise will add value to our work, helping Community Foundation Wales to fulfil its ambitions.

Please also complete our Equal Opportunities Monitoring Form and return to [info@communityfoundationwales.org.uk](mailto:info@communityfoundationwales.org.uk), alongside your cover letter and CV. This information is used for monitoring purposes only and will not be shared with the recruitment panel or used as part of the selection process.

We know that interviews can be a daunting experience. If you're shortlisted, we want to put you at ease by:

- offering the opportunity to speak with a member of the team before interview to chat about Community Foundation Wales and what it's like to work here, to help you to get to know us better.
- committing to fully understanding any additional needs and/or any access requirements you may have, and putting any necessary requirements in place within good time.

For an informal discussion about this role, please contact Katy Hales, Director of Philanthropy: [katy@communityfoundationwales.org.uk](mailto:katy@communityfoundationwales.org.uk)

The key dates and steps are listed below:

- **Deadline for applications** – Monday 18 May 2026
- **Invite candidates to interview** – by Wednesday 20 May 2026
- **Interviews** – Wednesday 3 June 2026

## Good luck with your application!