



Job Description: Philanthropy Officer

About The Connection

When you work for The Connection, you're part of a life-changing team. We help people sleeping rough in the heart of London. It can be a long journey off the streets, and it's not an easy path. We get to know every individual, so our approach can be tailored to what they need. We don't do one size fits all, and we don't give up when things get tough.

Working here means being open-minded, resilient and pragmatic. It means being willing to go the extra mile and stick with people through thick and thin. It means being part of a team who really care about the individuals we support, and who are creative about finding better ways to help them.

Together with our donors, volunteers and partners, we are a supportive and vibrant community who are determined to make a real difference. We believe that no one should have to sleep rough on London's streets, and that everyone should get the support they need to find a place to call home.

Join The Connection and be part of our dynamic and supportive team.

About The Role

The Philanthropy Officer role is key part of an ambitious and forward-thinking Fundraising & Communications team. We have recently gone through a period of strategic development as part of the implementation of a new strategy (launched in April 2023), and we encourage the successful candidate to bring their enthusiasm and vision to our aims.

This is a great opportunity for a candidate who is looking to develop a career in fundraising. Although experience is desirable, we are looking for the right candidate so full training will be provided. The ideal candidate will have experience in working in an office environment with excellent interpersonal, writing and organisational skills. The role will be suited to someone who enjoys desk-based tasks such as administration, research, reporting and creative writing but is also comfortable meeting people and networking.

The focus of this role will be the on-going administration of the legacy income, researching new opportunities across a range of income streams and supporting the Head of Fundraising with the stewardship of existing legacy pledges and major donors.

Responsible to:	Line Manager: Head of Fundraising Development
Responsible for:	No line reports, potential for volunteer management.
Job Purpose:	<ul style="list-style-type: none">• Research philanthropy opportunities for Trusts, Foundations and Major donors.• Manage the organisational legacy fundraising stream, including administration of legacies, generating new pledges and stewardship of existing legacies.• Support with the creation of a 'mid-level' donor funding stream.• Stewardship of existing corporate giving partnership• Develop innovative and engaging mechanisms for contacting existing supporters and prospects• Attend suitable networking events and external meetings to cultivate prospective and existing donors.• Work in support of the wider Fundraising & Communications Team as required.• Develop skills in Bid / Proposal writing / reporting.• Keep CRM database up to date with donations and communication information

Salary	Scale points 19-22, £35,252 - £36,839
Contract:	Full Time, Permanent (flexible and part-time hours will be considered for the right candidate) This role is hybrid with an expectation of a minimum of 1 day in the office a week, and attendance of in-person activities (e.g. meetings with existing and prospective donors, networking functions) as required.

Key Responsibilities

1. Administer Legacy giving and manage Legacy growth strategy.

- Maintain and account manage the administration of legacy income.
- Create stewardship plans to engage with and maintain relationships with current legacy pledgers.
- Along with the Head of Fundraising Development develop a strategy and plan around acquisition of Legacy pledgers.
- Work with fundraising team to identify opportunities to promote legacies to their audiences

2. Partnership management of a Corporate Giving relationship

- Create exciting offers for partners to share with their customers.
- Calculate monthly income invoice.
- Complete annual outcome report for partner

3. Supporting Head of Fundraising Development with philanthropy revenue streams

- Researching individuals that could be suitable for Major Donor Giving
- Research potential Trusts and Foundations that could provide funding to the Trust.
- Attend relevant events.
- Keeping CRM up to date across major donor and legacy streams

4. Engagement, Bid Writing & Reporting

- Create reports for funders, senior leadership teams and trustees.
- Create compelling fundraising requests to support mid-level donor cultivation.
- Develop innovative and engaging mechanisms for contacting existing supporters and prospects

5. Teamwork

- Be accountable for monitoring and reporting against objectives and outcomes for internal and external audiences.
- Support the Head of Fundraising Development in implementing the Major Donor Fundraising/Legacy work of the organisation.
- Work with the rest of the Fundraising Team and our cross-site partners to support joint approaches to prospective and existing donors.
- Act as a supportive and collaborative colleague, working in conjunction with others as and when necessary, providing occasional capacity to other areas in moments of pressure.
- Attend 1:1 meeting, team meetings, events, and other meetings as required.
- Incorporate organisational values, such as collaborative and inclusive, into all areas of work - this includes but is not limited to the co-production of activities with clients wherever practicable.

- Undertake any other duties that may be reasonably required.

The above list of job duties is not exclusive or exhaustive and may be subject to change. The post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

Knowledge and Experience
Experience of working in an office environment
Experience of using Office software such as word, excel, outlook etc.
Experience of using a CRM system (desirable)
Experience of administration
Knowledge of a CRM database (desirable)
Experience of producing reports
An understanding of the issues surrounding homelessness and homelessness services (desirable)
Skills and Attributes
Very strong written and verbal communication skills
Strong research skills
Excellent interpersonal skills
Attention to detail, ensuring the upkeep of the charity's brand.
A willingness to learn new skills
The ability to work independently using own initiative, taking responsibility for own performance standards and working requirements.
The ability to manage time and prioritise workload effectively.
The ability and willingness to work flexible hours on occasion.
The ability to participate in CSTM's common systems, policies, procedures and written materials.
The ability to demonstrate imagination, initiative and flexibility in problem solving in an environment of change.