

RECRUITMENT PACK

PHILANTHROPY MANAGER

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Philanthropy Manager BDCH6430



Department/Team

Income Generation



Location

Battersea, London (Hybrid 50%)



Salary & Grade

£47,100 per annum,
Grade C1



Hours

35 hours per week, but we're
always happy to discuss flexible
working, part time hours and job
share arrangements



Duration

Permanent

ABOUT THE ROLE

Battersea is entering an exciting phase of innovation and transformation during this second year of our new five-year strategy. With increased investment in income generation, we are strengthening our team to drive the growth to achieve our organisational goals.

This role sits within the Philanthropy, Partnerships & Commercial (PPC) team, made up of Philanthropy & Trusts, Corporate Partnerships & Commercial, Special Events & Stewardship, and Fundraising Operations.

MAIN PURPOSE OF THE ROLE

The focus of the Philanthropy & Trusts team is to build a solid base of support through excellent stewardship of existing trusts and major donors alongside cultivation of new prospects, reached through prospect research and the networks of senior volunteers.

The key purpose of this **Philanthropy Manager** is to meet both financial and strategic KPIs, by managing a portfolio of key individual relationships and cultivating lapsed and colder prospects to support the long-term health of the Philanthropy portfolio. This role, together with Battersea's other Philanthropy Managers, will also work closely with senior leadership, senior volunteers and other individuals to open up their networks and introduce new major donors to Battersea.

RESPONSIBILITIES

	Estimated % time
Prospect Cultivation and Relationship Management	75%
• Develop and manage a personal pipeline of major donor prospects and donors all capable of giving 5- and 6- figure gifts. • Support current donors through effective relationship management, using written, telephone and in-person communication. • Cultivate lapsed and cold prospects into donors, using written communication, one-on-one meetings, and stewardship events. • Work closely with the wider Philanthropy team to steward these donors on the appropriate journey, either in individual pipelines or within the mid-value programme Work collaboratively with the Fundraising Operations and wider PPC teams to tailor bespoke asks and stewardship activity in order to maximise prospect and donor engagement. • Work closely with the CEO and senior Battersea stakeholders to cultivate and steward donors giving major gifts. • Effectively steward senior volunteer and individuals opening their networks to Battersea. • Explore additional opportunities for cross-selling philanthropy to other audiences in order to maximise lifetime giving.	
Budgets & Reporting	20%
• Support accurate budgeting and forecasting for the Philanthropy Team, by producing accurate monthly and quarterly updates on progress and identified risks in the Philanthropy pipelines. • Engage with quarterly pipeline reviews with the Prospect Research Manager and Senior Manager, to review current relationships and evaluate new business opportunities. • Keep the CRM database up to date with donor and prospect activities, proposals and touchpoints.	

- With the Senior Manager, create accurate short, medium, and long-term forecast for income.
- Monitor progress against KPIs to ensure progress is tracked and risks are identified.

Strategic Development

5%

- Work with Senior Philanthropy & Trusts Manager to contribute to annual business planning and strategy.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

PERSON SPECIFICATION

ESSENTIAL

- Demonstrable experience of personally building relationships to secure 5- and 6-figure gifts from major donors, including making face-to-face asks and securing repeat/increased support.
- Demonstrable understanding of best-practice Philanthropy relationship-building including cultivation, solicitation and stewardship theory.
- Strong ability to communicate, negotiate, influence and build credibility with both colleagues and external parties.
- Proven experience of working constructively and collaboratively with colleagues from different internal teams.
- Tact and diplomacy to work with senior stakeholders, including senior volunteers and committees.
- Experience working with complex information and project budgets to developing compelling funding proposals.
- Excellent written and oral communication and interpersonal skills, with experience of adapting communication styles to suit a wide range of audiences.
- Experience of using KPIs and targets to track progress, contribute to budget development and highlight areas of risk within an individual pipeline.
- A flexible approach to managing workload, including prioritising complex tasks in a changing environment in order to meet deadline.
- Ability and motivation to deliver high-quality work with minimal supervision.

DESIRABLE

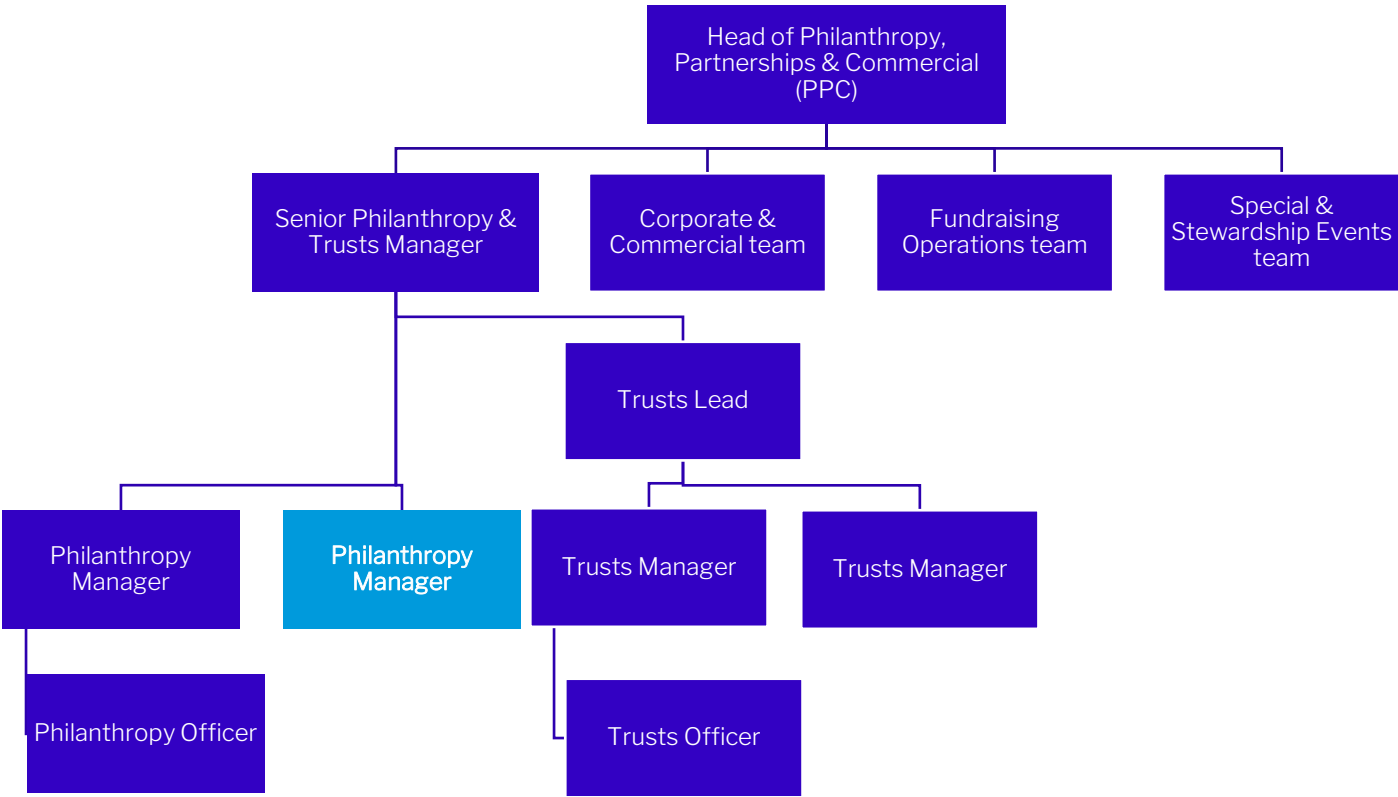
- Experience of securing 5- and 6- figure gifts towards a capital fundraising campaign.
- Experience of using Salesforce databases.
- Experience of keeping up to date with and applying Fundraising good practice in your role.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based employees splitting their time between site based and home working. We believe this enables our office-based employees to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing colleagues and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

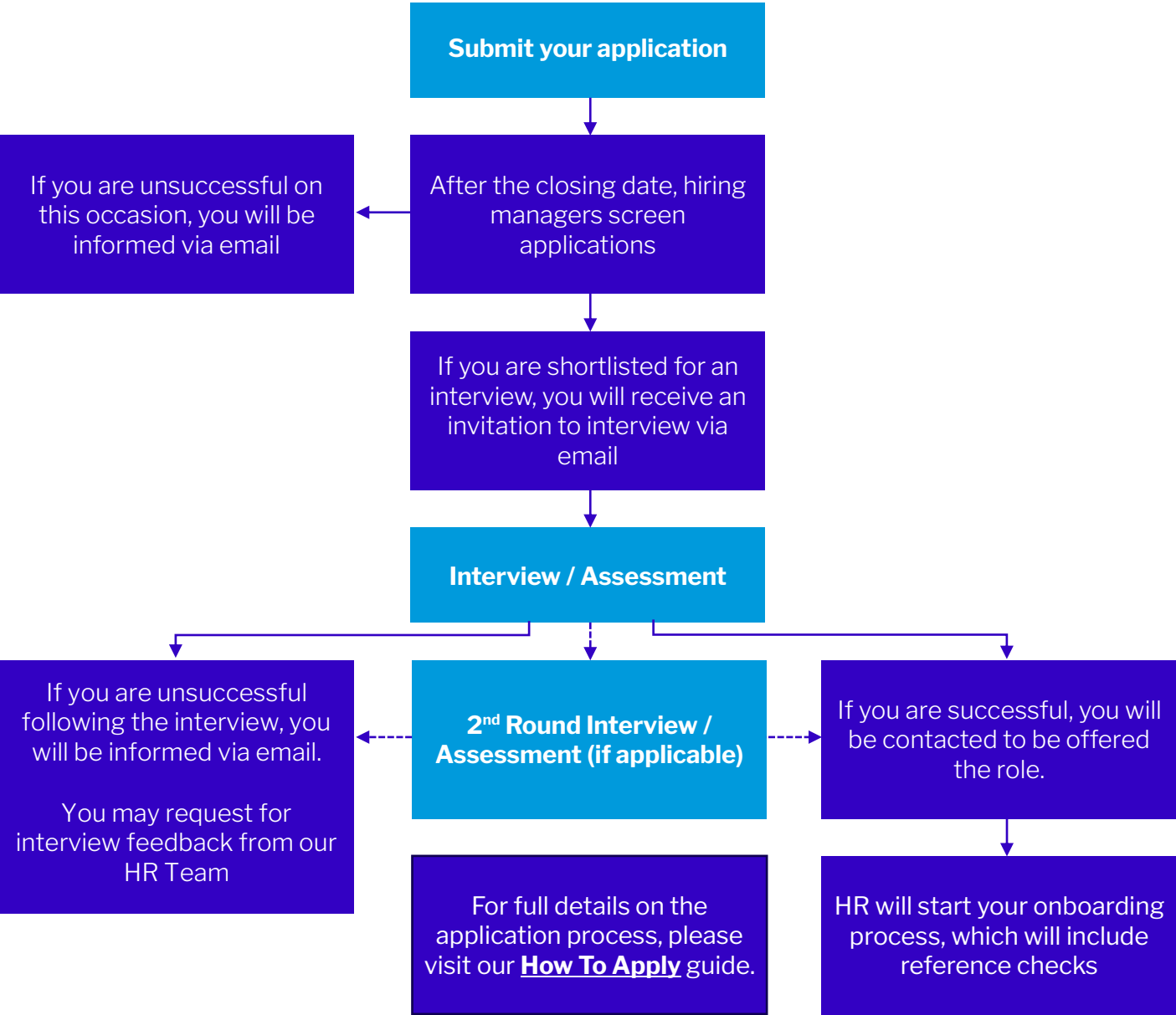
27th September 2026, 11.59pm



Interview Date

First round (online, via MS Teams): 5th/6th/7th October 2026;
Second round (in person, with task): 13th/14th October 2026.

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

Our application forms will ask you for:

- Employment History
- Educational History (which is non-mandatory)
- A supporting statement of no more than 1000 words and/or
- Responses to short-answer questions

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the 'Life at Battersea' document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role(s) you apply for.



ACCEPTABLE USE OF AI

At Battersea, we value expertise. We recognise each candidate that applies to us will have a range of expertise they can offer us, so we want to hear about this in your own words. We understand the support that generative artificial intelligence (AI) software can offer but it can also lead to numerous applications presenting as generic and impersonal. This makes it difficult to gain understanding of your unique experience.

To best showcase yourself, we encourage you to write your responses without the assistance of AI. If you require the use of AI software to aid in completing your application, we ask you use the generative responses as a prompt for writing your answers and avoid copying and pasting. You must also ensure the information presented in your application accurately reflects your experience.

If you are successful to the interview stage of the recruitment process, we ask that you follow the below guidelines on the use of AI at interview stages:

Acceptable use:

- Researching sector trends, company information, or general interview tips
- Practicing interview questions with AI tools to improve communication skills
- Using AI to support with structuring your responses

Please do not:

- Submit AI-generated responses as your own during the interview
- Use AI to impersonate or misrepresent your experience or skills
- Use AI tools during real-time interviews



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all employees, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)
- Candidate to be at least 18 years old of age at the start of the employment

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

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