

RECRUITMENT PACK

PHILANTHROPY OFFICER

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Philanthropy Officer
BDCH6418



Department/Team

Income Generation



Location

Battersea London - Hybrid



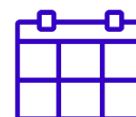
Salary & Grade

£33,537 per annum
Grade D



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 has entered an exciting phase of innovation and transformation as we reach the mid-point of our new five-year strategy. With increased investment in income generation, we are strengthening our team to drive the growth necessary to achieve our organisational goals.

The role of **Philanthropy Officer** 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 Philanthropy Officer will play a pivotal role in achieving ambitious annual income targets across Philanthropy, Partnerships & Campaigns (PP&C). They will manage and develop a mid-value giving programme, building strong supporter relationships through tailored cultivation, stewardship and engagement activities. The role is responsible for delivering donor communications, appeals and fundraising campaigns, supporting the planning and execution of donor events, maintaining accurate financial records and performance reporting, and working collaboratively across the organisation to maximise fundraising opportunities and contribute to the successful delivery of the Philanthropy team's strategic objectives.

RESPONSIBILITIES

	Estimated % time
Donor and Prospect Management - Lead a successful mid-value appeal for individual donors working closely with Public Fundraising, from the initial planning stages through to ongoing supporter stewardship - Lead and manage a mailing programme to show support of up to £10,000, including annual asks, updates and regular touchpoints throughout the year - Manage and grow a portfolio of mid-value supporters giving between £1,000 and £10,000 annually, using personalised written, telephone and face-to-face communications to deepen engagement, enhance stewardship and increase philanthropic support - Develop exceptional relationships with internal stakeholders including senior management, operational employees and volunteers to be able to engage them in the work of PP&C - Maintain an awareness of fundraising and animal welfare sector developments and best practice, engaging in relevant training and learning opportunities to support ongoing professional development and programme success.	50%
Supporter and Financial Administration - Lead on the monthly financial reconciliation for the Philanthropy Team, working closely with Finance, Data Services and Supporter Services to ensure income and expenditure is coded accurately - Work with Data Services to ensure team data is clean and up to date. Champion data protection and appropriate privacy principles in relation to donors, and adhere to both Battersea's data protection policy and GDPR - Support with the integration Salesforce, maintaining data integrity and accuracy and supporting with the implementation of new processes	40%
Team strategy Work closely with the Philanthropy Managers and Senior Philanthropy and Trusts Manager to feed into annual business plans	5%
Event support Support the Special Events team in planning and delivery of cultivation and stewardship events for the Philanthropy team	5%

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

- Excellent written communication skills, including the ability to develop compelling and persuasive donor communications that inspire engagement and support
- Excellent interpersonal and verbal communication skills, with the confidence to engage supporters in person, build rapport quickly, and represent the organisation professionally
- Previous fundraising experience, including cultivation, stewardship and engagement activities
- Proactive and solutions-focused, with the ability to identify and implement improvements that enhance supporter experience, engagement and fundraising performance
- A flexible approach to managing and prioritising a demanding workload and multiple competing tasks
- Proven ability to build effective working relationships and collaborate with colleagues across teams to deliver successful supporter engagement and fundraising activity
- Confident user of Microsoft Office applications and CRM/database systems, with experience of using data to support effective supporter engagement
- Experience of tracking and reconciling fundraising income, maintaining accurate donor records, and producing reliable reports to support fundraising operations and stewardship activities
- Ability to quickly develop and apply knowledge of Battersea's work, priorities and impact to support effective donor engagement and stewardship

DESIRABLE

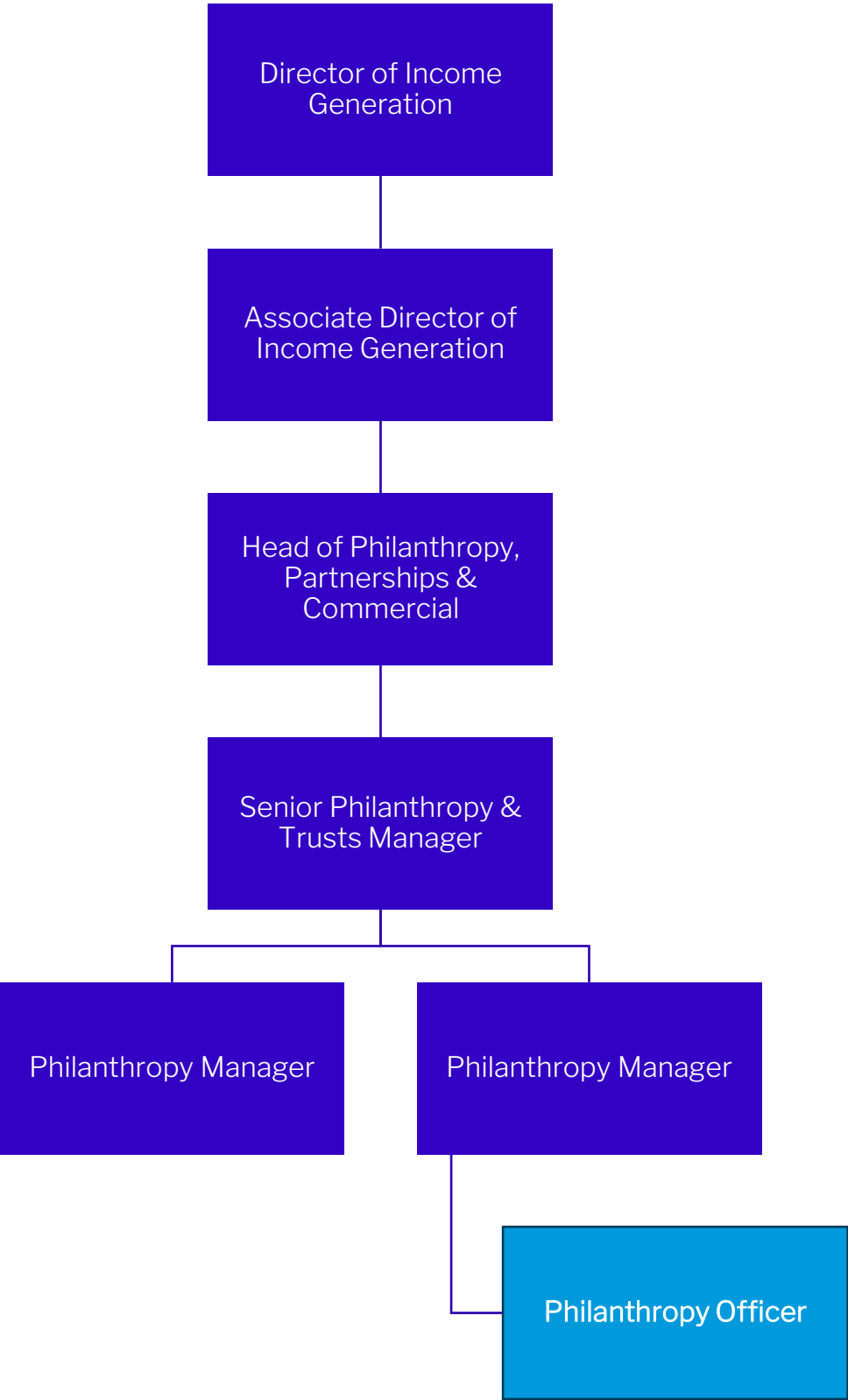
- Experience of using Salesforce
- Experience or understanding of mid-value donor programmes
- Experience of delivering fundraising and supporter events, including engaging with high-net-worth individuals
- Knowledge of donor relationship management principles and experience coordinating tailored supporter engagement plans



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based teams splitting their time between site based and home working. We believe this enables our office-based colleagues 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

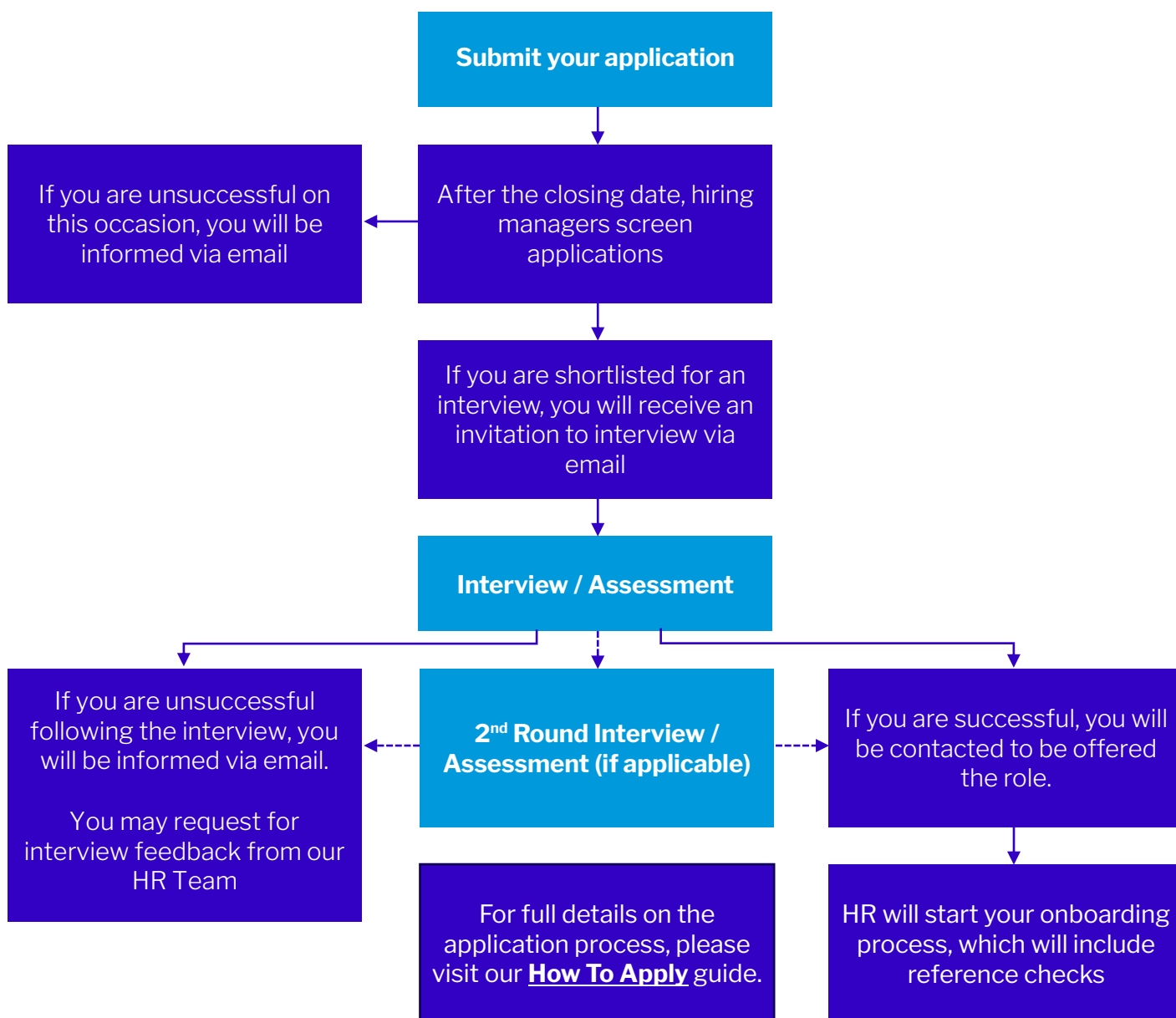
23rd August 2026



Interview Date

1st September 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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President HRH Prince Michael of Kent GCVO

