

JOB DESCRIPTION

Job Title:	Philanthropy Manager
Function:	Funding and Programme Development
Contract terms and type:	Full-time (37.5 hours per week)/ part-time 80% Fixed term – 12 months with possible extension subject to funding availability
Salary and Grade:	£43,800 gross per annum (UK pay structure) – Grade F in line National Salary structure
Location:	London, UK – Hybrid working
Position type:	National
Reports to:	Head of Funding and Programme Development
Background: Saferworld is an independent, not-for-profit international organisation working to prevent violent conflict and build safer lives in countries and territories across Africa, Asia and the Middle East. We work in solidarity with people affected by conflict to improve their safety and sense of security and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. The Philanthropy Manager sits within the Funding and Programme Development Team. Saferworld's income is secured primarily from statutory and institutional donors; however, we recently began implementing a new strategy to diversify our income with philanthropy being a major focus with full support from the Senior Operations Team. You will lead on a portfolio of established relationships and follow established ways of working and processes, but there is lots of potential for creativity and innovation we grow this income stream. You will drive forward strategic relationships with philanthropic funders, in collaboration with colleagues across the organisation, securing funding to support our partners in conflict-affected countries and our policy and advocacy work. The Funding and Programme Development team is committed to supporting colleagues and partners in programme co-design and development, budget development, donor engagement, contract negotiations, and influencing and shaping the wider sector.	
Job purpose: The Philanthropy Manager will steward existing and develop new relationships with charitable trusts, foundations and philanthropic individuals or entities to contribute to raising funds to achieve Saferworld strategic aims. Working closely with the Head of Funding and Programme Development and the Funding Officer, you will play a lead role in coordinating across Saferworld to implement our strategy to grow non-institutional income to support preventing violent conflict and building a safer world. Your focus will be charitable trusts and foundations where you will manage a portfolio of current funding partners, cultivate other priority relationships in collaboration with senior staff, and identify new funding partnership opportunities which are aligned with our values. You will also ensure Saferworld is well-positioned to receive philanthropic funding from high-net-worth individuals or via wealth advisors or Donor Advised Funds in the future. Working with project and grant managers, you will ensure we submit high quality proposals and reports to our philanthropic funders. Working with colleagues in Communications, Regional Programmes, Policy and Advocacy and in the Senior Operations Team (SOT), identify and maximise opportunities to strengthen funding relationships and widen our networks in person and online. A much smaller proportion of your time will be spend overseeing individual donations with the Funding Officer and colleagues in Communications, and stewarding higher value givers as required. You will also lead on managing a small number of gifts in wills.	
Responsibilities and duties: Lead on philanthropic income	

- Develop, implement and evolve a delivery plan, aligned with Saferworld's wider Funding Strategy, to grow philanthropic income, with a focus on quality and unrestricted funding.
- Take responsibility for delivering agreed key performance indicators (KPIs) for philanthropic income generation, monitoring progress and adapting approaches as needed.
- Work with programme and policy teams, partners and donors to co-create funding opportunities that reflect shared priorities and long-term impact.
- Prospect research and prioritisation to build a robust pipeline with an emphasis on five/six figure grants and multi-year funding.
- Ensure the Gift Acceptance Policy and Ethical Checks Process are followed, completing proportionate due diligence on potential donors as necessary.
- Develop cultivation strategies for funding partners and support the SOT, CEO and other colleagues to deepen relationships in a coordinated way.
- Work closely with the funding, policy, communications and SOT teams to ensure that learning, communications, influencing and fundraising are coordinated and supporting each other to achieve overall department objectives.
- Develop cases for support suitable for philanthropic funders, including writing thematic proposals to maximise access to flexible, multi-year and unrestricted funds, in coordination with the Head of Funding and Programme Development.
- Represent Saferworld externally at events, convenings and networks; proactively build relationships with philanthropic funders, advisors and sector peers; and confidently present and pitch Saferworld's work to secure and grow funding partnerships.
- Contribute to the overall fundraising strategy working closely with the Head of Funding and Programme Development.
- Steward high-quality relationships with philanthropic funders.
- Work with grant managers and relevant staff to ensure the delivery of high quality and timely reports, informal updates and communications to demonstrate the transformational impact of unrestricted funding and quality funding.

2. **Individual giving**

- Oversee gifts in wills, liaising with solicitors and/or the executor of the will and thanking the family as appropriate (NB: on average dealing with one gift a year).
- Oversee individual donations to Saferworld, working with the Funding Officer, and identifying high value gifts for stewardship (NB: this process is largely automated).
- Work with the Funding Officer and Finance team to submit Gift Aid claims (once or twice a year).
- Oversee donations through JustGiving and Benevity (NB: largely automated processes).

3. **Contribute to shared team activities**

- To contribute to shared team activities such as events, social media and team planning
- Maintain detailed records of all fundraising activities on the CRM database (CiviCRM), alongside comprehensive electronic and paper files.
- Assist the Funding Officer with monthly reporting on income and pipelines.
- Stay up to date with funding trends in peacebuilding and locally led approaches, including flexible and participatory funding and trends in philanthropic funding.
- Stay informed of best practices from the Chartered Institute of Fundraising and the Fundraising Regulator, ensuring all activities are conducted within legal and regulatory requirements.
- Champion and integrate Saferworld's commitment to locally led, partner-led and decolonial approaches into fundraising practice, ensuring funding relationships and proposals reflect equitable partnerships and shift power to local actors.

Key working relationships:

Internal:

- **Regional directors, country managers, country and policy teams** – working together on proposal development including multi-country concept notes to enable the implementation of country and regional strategies.

- **Funding and Programme Development Team** – regularly coordinating to ensure country and regional resource mobilisation plans are connected to global outreach and donor cultivation plans, ensure approaches to donors are coordinated with other parts of the organisation and leverage donor research support, support global efforts to diversify Saferworld funding.
- **Communications team** – helping to raise our profile among philanthropic and other donors, and that we are demonstrating our impact as an organisation to that audience.
- **Grant managers** – working closely together to ensure donor reporting is of the utmost quality and demonstrates impact.
- **Finance team** – working collaboratively to develop proposal budgets, ensuring effective cost recovery and budget sharing with partners. Assist with Gift Aid claims, and management of our Stripe and PayPal accounts.

External:

- **Philanthropic funding partners and prospective partners** building and maintaining relationships based on shared values and strategic aims.

Scope and accountability:

Decision making and limits of authority:	Lead the philanthropic income stream and support on the management of individual giving; engage in prospecting research; ensure the Gift Acceptance Policy and ethical checks processes are followed; develop donor cultivation plans and ensure programme impact and quality in the proposals and reports written. The post-holder is expected to show considerable leadership within the organisation and a high level of analytical thinking, creative thinking and problem-solving capacities. This includes developing systems and processes to meet new needs as required; identifying and applying appropriate approaches to new funding opportunities; collecting and analysing a range of information from different sources; and developing new ideas and approaches to design and securing funding from philanthropic donors.
Financial resources:	
Other resources:	• Responsible for cross-regional and organisational information-sharing and lesson learning on fundraising areas. • Responsible for information management around philanthropic funding including the CRM database.
People management:	No current people management responsibilities. Technical supervision' and 'supervision and oversight' responsibilities may be assigned to this post-holder, including but not limited to consultancies and/or dotted line management of staff. Within the team, line management of programme design coordinators, officers or interns may be a possibility.
Legal, regulatory and compliance responsibility:	Supporting internal and donor compliance as part of programme design and proposal development support. Awareness of our responsibilities as members of the Fundraising Regulator.

Person specification:

- Extensive experience in relationship-based fundraising with trusts and philanthropic institutions
- Proven track record of securing funds from trusts and philanthropy within the international development sector. Experience in the peacebuilding or human rights sectors is desirable.
- Demonstrable experience of prospect research and development of cultivation plans with philanthropic donors
- Experience reviewing and developing processes to ensure the highest level of donor care and stewardship.
- Experience of preparing budgets and excellent numeracy
- Excellent relationship building and influencing skills
- Confident user of CRM databases (we use CiviCRM) with a good understanding of the importance of information management and the ability to improve internal processes especially around record management.
- Good knowledge of development theory and practice, including a sound knowledge of peacebuilding (desirable)

Personal qualities:

- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.

Other requirements:

- Willingness to travel (dependent on security assessments and project funding and aligned to our aim of working differently and reduce environmental impact). International travel not likely to be more than 2-3 weeks a year.
- Ability to attend meetings in London.

Application process

- Apply through our vacancy portal on our Saferworld [Jobs website](#)
- Upload your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role.
- Closing date for applications: **24 June 2026**