

Senior Philanthropy Officer – London/ Brussels

Job Description

Job Purpose

ClientEarth is a leading environmental law charity working across four impact areas: climate, nature, health and justice. This is an exciting opportunity to be part of a collaborative and creative development team that supports a purpose-driven organisation.

The Philanthropy team is key to securing unrestricted income and supporting the organisation to achieve financial resilience. Working with limited supervision and with reference to the Philanthropy Manager, the post holder will represent the Philanthropy team internally and externally, work across departments, manage a portfolio of supporters comprising trusts, foundations, corporates and individuals, and help to build the pipeline of future supporters.

Working Relationships

Reports to: Philanthropy Manager (based in London)

Line manages: N/A

The post holder will work closely across the organisation – specifically working closely with the Philanthropy team, led by the Head of Philanthropy, the Digital Fundraising team, the External Affairs Operations team, and the Communications teams, the Finance department, business services and programmes staff globally.

Key Responsibilities

Fundraising

1. Actively manage donor relationships across an assigned portfolio of supporters, within agreed strategy and targets, providing first-class stewardship and reporting to secure renewals and uplifts.
2. Drive income through uplifting donors with tailored engagement and creative communication, increasing unrestricted annual revenue year on year.
3. Develop the pipeline of new donors through effective prospect research, network mapping and connecting with new contacts at external and internal events as a representative of ClientEarth.
4. Support with establishing ClientEarth's philanthropy activities in new geographies, if required.
5. Work with the global events team to deliver cultivation and stewardship events for prospective and existing donors.
6. Write and develop public-facing communications materials for donors, consistent with brand guidelines, in coordination with the communications team and programme staff as appropriate.
7. Maintain accurate funder records in our Contact Relationship Management (CRM) system.

Collaboration

8. Support the Philanthropy Manager, Philanthropy Lead for Europe, the Head of Philanthropy and all the wider team to create the conditions for success in the Philanthropy Team.
9. Collaborate with colleagues to achieve shared goals, strengthen processes and model ClientEarth's core values of courage, collaboration, integrity and care.
10. Keep up to date with fundraising trends and ensure these are worked into internal activities and planning. Facilitate knowledge sharing within the Philanthropy team and across the Development department.
11. Work closely with line manager to develop a plan for your own area of work and, where appropriate, the team.
12. Identify problems in team workflows, gather information to clarify their causes, and discuss and recommend creative solutions with the line manager.
13. Collaborate internally to ensure consistency in messaging and avoidance of duplication across the department and income streams.
14. Build a strong network of internal relationships across programme teams to facilitate engagement between legal staff and donors.
15. Liaise with the Finance team, Philanthropy Administration Assistant and Operations team to track unrestricted income and maintain accurate financial record keeping.

Location

This position is based in either London or Brussels with potential travel required for events, funder meetings or similar engagements, in line with our environmental and travel policies.

Person specification

Experience and knowledge

- Experience of providing best practice donor stewardship and relationship development with demonstrable evidence of securing or managing five- and six-figure gifts (essential)
- Experience of identifying, cultivating and soliciting prospects (essential)
- Understanding of major giving (essential)
- Experience of raising funds from donors in different geographies (desirable)
- An interest and understanding of environmental issues (essential)

Key Competencies

- Fluent ([CEFR level C2](#)) in English (essential)
- If based in Brussels, fluent in ([CEFR level C2](#)) French (essential)
- Excellent organisational skills and ability to manage multiple priorities at once (essential)
- Excellent communication, interpersonal and relationship management skills (essential)
- Ability to write compelling communications materials including fundraising campaigns, donor reports, and proposals (essential)
- Ability to influence internal and external stakeholders to achieve fundraising objectives (essential)
- Ability to plan and monitor progress to ensure projects are delivered on time and fulfil the objectives of the philanthropy strategy (essential)

ClientEarth

- Ability to represent ClientEarth with a range of external stakeholders both in-person and online (essential)
- Ability to communicate ClientEarth's impact through in person storytelling and writing (essential)
- Able to adapt and implement processes and work methods across a global team (desirable)
- Strong alignment with ClientEarth's values and commitment to our vision and mission, as well as our equity, diversity and inclusion strategy objectives (essential)