

## **Philanthropy Manager – Maternity Cover Development - London**

### **Job description**

#### **Job purpose**

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

The Philanthropy Manager is a key role within the wider Development team and will work closely with the Global Head of Philanthropy. The post holder will represent the Philanthropy team internally and externally, and work across departments as well as managing a portfolio of philanthropic and corporate supporters.

Key responsibilities of the role include; delivering income target by managing a portfolio of individual and corporate donors and managing a pipeline of prospects, alongside supporting the implementation of strategies for the benefit of the team and ClientEarth.

#### **Working relationships**

Reports to: Global Head of Philanthropy  
Line manages: Philanthropy Assistant and Philanthropy Officer

The Philanthropy Manager will report directly to the Global Head of Philanthropy and manage one of two Philanthropy Officers in the team as well as a Philanthropy Assistant. The Philanthropy Manager will also work alongside the other Philanthropy Manager and Events Manager as well as collaborating with the team's Stewardship Officer.

The post holder will have key relationships across the Development Department along with the Finance, Communications and Programme teams.

## Key responsibilities

### Strategy

- Implement the global philanthropy strategy as part of the overall fundraising strategy, liaising with senior leadership, programme leads, communications and finance so as to ensure ClientEarth can maximise the potential income from corporate, restricted and unrestricted income streams;
- Work with Global Head of Philanthropy and coordinate with programme staff to review development activity and strategy, capacity needs, prospective funding opportunities and emerging NGO partnerships;

### Fundraising

- Actively solicit, maintain and manage donor relationships across assigned portfolio as well as collaborating with the Global Head of Philanthropy and Philanthropy Manager to achieve shared income target objectives;
- Implement strategies for significant major donor relationships at all stages of the donor pipeline;
- Manage relationships with stakeholders and act as a key facilitator and steward of relationships between supporters, senior staff and programme staff;
- Use the organisational and fundraising strategy to manage and support senior staff on holding income-yielding high-level relationships with individuals and corporates;
- Develop well-researched and comprehensive proposals and work with Stewardship Officer to provide monitoring and evaluation reports that meet funding priorities and requirements;
- Liaise with Programme leads regarding programmatic updates, funding needs and developing cultivation or stewardship opportunities for major gifts and corporate support;
- Maintain accurate funder records in Raiser's Edge database and work with Philanthropy Officers and Research Officer to progress prospects through the donor pipeline;
- Contribute towards events, research, and stewardship functions as well as other activities that serve to maintain ClientEarth's donor base;

### Development Operations and Management

- Work in coordination with the Global Head of Philanthropy to help implement departmental and organisational design, including processes, operations, vision and values;
- Manage work plans for the Philanthropy Assistant and Philanthropy Officer;

- Manage relationships with senior stakeholders and portfolio managers including the Senior Leadership Team, President & Founder, CEO and DCEO, as well as occasionally the Development Board;
- Collaborate with the Finance team and Philanthropy Assistant to track restricted and unrestricted income and maintain accurate financial record keeping.

## Location

This position is based in London. You may be required to travel occasionally within Europe.

## Person Specification

### Experience & knowledge

- Significant fundraising management experience working in the development or philanthropy fields (essential)
- Demonstrable experience of securing five (or higher) figure gifts as well as multi-year commitments (essential)
- Experience in writing, coordinating and submitting successful funding proposals (essential)
- Good knowledge of donor and pipeline management, and financial processes (essential)
- Experience as a line manager (desirable)
- Experience of cultivating and stewarding individuals as well as small trusts and corporate supporters (desirable)
- An interest and understanding of environmental issues (desirable)
- Experience of raising funds from donors in different geographies (desirable)

### Key competencies

- Excellent organisational skills and efficient management of multiple tasks and priorities – making the complicated simple;
- Ability to lead on multiple workstreams and respond to competing deadlines and emerging opportunities;
- Excellent communication, interpersonal and relationship management skills;
- Strategic thinker with the ability to undertake and drive strategic actions;
- Strong influencing ability and gravitas for internal and external engagement;
- Ability to plan and monitor progress, and to ensure services and projects are delivered on time and in line with agreed standards;
- Ability to understand and analyse budgets and financial information;
- Ability to represent ClientEarth externally to high-value funders and other senior stakeholders.

### How to apply

- Please send your CV and a expression of interest to Graham Drew at Bamboo Fundraising Recruitment: [graham@bamboofundraising.co.uk](mailto:graham@bamboofundraising.co.uk)

