



Registered charity number: 1173256

Job Title: Philanthropy Officer

Reporting to: Fundraising Manager

Location: Home Based

Salary: £30k pro rata

Contract: 37.5 hrs per week (flexible)

Background

Surviving Economic Abuse (SEA) is the only charity in the UK dedicated to raising awareness of economic abuse and transforming responses to it. Our work is informed by a group of women who are 'Experts by Experience'. Founded in 2017, SEA is a fast-growing charity which is already making a significant impact. Our strategic priorities focus on awareness-raising, professional responses, systems change and policy influencing.

About the role

SEA has grown rapidly in the past four years, and now has a turnover of over £1m per annum. We are about to embark on a new 3-year strategy and we have ambitious plans to further expand our reach to more victim-survivors of economic abuse to support them to transform their lives. It is time for a step change in our approach to fundraising and we are developing a new income generation strategy to support this.

We plan to establish a High Value Giving programme, and we are therefore looking for someone who wants to grow their career in high value fundraising and relationship management and is inspired by SEA's mission. As the Philanthropy Officer you will support and engage high-value supporters and corporate partners and deliver stewardship at the highest level. This is a great opportunity to gain hands-on experience of high value fundraising across all stages of giving, from identification and cultivation, to maximising income and working to give our supporters a very special experience. You will be a self-starter, who enjoys working in a small team, and is keen to make an impression in this exciting and challenging new role.

You will be working closely with our inspirational Founder and Chief Executive, our committed and active Board of Trustees, and our passionate team of 24 people, from all over the UK.

Purpose of role:

- To establish a High Value Giving programme, securing income from high-net-worth individuals and corporate partners.
- To focus on the identification and development of new income sources from high-net-worth individuals and corporate partners, building on SEA's existing networks and contacts.

Key responsibilities:

- Working with the Fundraising Manager, create a successful new business strategy for High-Value Giving which will be part of the income generation strategy supporting SEA's overall 3-year strategy.
- Build a portfolio of high-value supporters and prospects and grow new relationships with high net-worth individuals and companies.
- Build loyalty and engagement with existing supporters via a solid stewardship programme that maximises income potential and encourages repeat giving.
- Liaise with the Chief Executive, senior staff, Trustees, and other advocates to identify new prospects and cultivate relationships with existing prospects and supporters identified through network mapping.
- Carry out desk research and establish donor development plans for prospects and donors.
- Meet with key prospects and supporters as appropriate in order to build their understanding of, and engagement with, the charity's work.
- Identify and maximise opportunities for unrestricted and multi-year giving, particularly with companies.
- Work with the Fundraising Manager and SEA's Communications Team to help shape powerful cases for support that are appropriate for the High Value Giving audience.
- Identify events and activities that SEA is involved in, as having potential for High Value Giving prospecting, engagement and donor recognition.
- Assist the Fundraising Manager with quarterly income forecasting and budget reporting.
- Maintain accurate records, ensuring appropriate use of all systems, processes and tools including the Salesforce database.
- Share experience and knowledge with others and offer support within and across teams to help meet the charity's overall objectives.

Person specification:

To apply for this position, you should have the following skills and experience:

Essential knowledge/skills

- A commitment to the values and feminist ethos of SEA.

- Exceptional influencing skills with a confident and persuasive approach.
- Excellent written communication skills, with the ability to write well and concisely to tight deadlines.
- Basic knowledge and understanding of what is needed to build and manage budgets.
- Working knowledge of the importance of cross-functional working and good aptitude for teamwork.
- Strong IT skills including Word, Excel, data management and the use of virtual meeting software.
- Strong organisational, multi-tasking and administrative skills.
- Ability to exercise confidentiality and discretion.

Desirable knowledge/skills

- A track record of raising funds from at least one of the following audiences: Companies, High Net-Worth Individuals, Trusts
- Experience of prospecting and building a prospect pipeline
- Proven history of building long-term effective relationships with senior individuals
- Performance and target driven with experience of using Key Performance Indicators to monitor progress
- Good knowledge of stewardship and experience of building loyalty with either corporate, high net-worth individual or trust supporters
- Experience of using a contact relationship management database, e.g. Salesforce
- Good understanding of data protection legislation and how it applies to high value fundraising in practice.

Additional specification

- This role is home-based. A laptop and mobile phone are provided, and travel expenses are covered.
- The team meets approximately once a month, virtually and in London/other parts of the country.
- Due to the nature of our work and this role, appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

SEA is a feminist organisation and applies an intersectional approach to our work. We are committed to promoting a diverse and inclusive team which reflects the communities we support. Our culture celebrates diverse voices and we particularly encourage applications from communities that are under-represented.