



## Job Description

<b>Job Title:</b>	Head of Philanthropy
<b>Grade:</b>	2
<b>Reporting To:</b>	Global Director of Fundraising
<b>Contract Type:</b>	Permanent
<b>Location:</b>	London office, but with hybrid working
<b>Salary:</b>	£55,000 - £65,000, Dependent on experience
<b>Working Hours:</b>	Full time 37.5 hours

### Position in the organisation

You will report to the Global Director of Fundraising and work closely with the Chief Executive, Board of Trustees and senior leadership team to develop and deliver Justice & Care's philanthropy strategy.

You will lead the philanthropy function, including line management of the Philanthropy Specialist and future team members, and play a key role in driving income growth across multiple markets.

You will also engage regularly with our Ambassador Group and senior volunteers, supporting their involvement in building high-value relationships.

You will represent the philanthropy function within the UK Leadership Team where appropriate, deputising for the Global Director of Fundraising alongside other senior team members.

### Team Purpose

The Fundraising and Development Team is responsible for generating income to support Justice & Care's global work.

We raise income from philanthropists, corporates, trusts and foundations, individuals and community fundraisers, building strategic partnerships that deliver long-term, sustainable funding and deepen engagement with our work.

We also play a key role in raising awareness of modern slavery and creating opportunities for partners to invest in and be part of the solution.

## **Role Purpose**

The Head of Philanthropy is accountable for delivering significant philanthropic income for Justice & Care, including through personally secured major gifts, alongside building and leading a high-performing philanthropy function.

The postholder will design and execute the philanthropy strategy, hold and actively manage a portfolio of major donors and prospects, and personally secure five- and six-figure gifts through direct relationship management and solicitation.

This is a hands-on income-generating role: the Head of Philanthropy will lead from the front on donor cultivation, stewardship and asking, while also setting direction, prioritising effort and building capability within the team to maximise long-term philanthropic income.

They will work closely with the Global Director of Fundraising on key relationships and strategic opportunities, supporting the growth of philanthropy across the UK and expansion into the US and emerging markets.

This role combines senior-level leadership with significant personal income delivery; candidates should expect to spend a substantial proportion of their time directly engaging donors and securing major gifts.

## **Global Scope**

This role will support the growth of philanthropy across multiple markets, including strengthening the UK portfolio and developing opportunities in the US and emerging markets (e.g. Middle East), working closely with senior stakeholders to shape and deliver market-specific approaches.

## **Key Relationships**

### **Internal relationships**

- Global Director of Fundraising
- Chief Executive and senior leadership team
- Development, Impact, Operations, Policy and Finance teams
- Board of Trustees and Ambassador Group

### **External relationships**

- High-net-worth individuals and major donors
- Philanthropic foundations and partners
- Wealth advisers and networks
- Corporate partners (where relevant to philanthropy)

## **Main Responsibilities**

Your key responsibilities include, but are not necessarily limited to:

### **1. Strategic Leadership and Income Delivery**

- Lead the development and delivery of the philanthropy strategy, with a clear focus on generating major donor income in the UK and driving growth in the US and emerging markets
- Be accountable for achieving philanthropy income targets, including through personally secured major gifts, working closely with the Global Director of Fundraising

- Translate organisational priorities into fundable propositions and compelling donor opportunities
- Actively shape and drive the philanthropy pipeline, making clear, evidence-based decisions about where time and effort are invested
- Work with the CEO, Board and senior leaders to prepare and support major donor asks, including co-solicitation where appropriate

## **2. Major Gifts and New Business**

- Personally manage and grow a portfolio of high-value donors and prospects, typically at £25k-£250k+ level
- Lead all stages of the donor journey: identification, cultivation, solicitation and stewardship
- Personally secure new major gifts through one-to-one relationship building, tailored proposals and direct asks
- Develop and maintain a live pipeline of prospective donors with clearly defined next steps
- Take primary responsibility for preparing and delivering high-value asks, working closely with the CEO, Board members and Global Director of Fundraising
- Convert access to senior networks into tangible income outcomes

## **3. Team Leadership and Development**

- Line manage and develop the Philanthropy Specialist and future members of the team
- Build capability within the team to support pipeline growth, donor stewardship and future expansion of the philanthropy function
- Establish strong ways of working, including prioritisation, pipeline management and CRM discipline
- Set clear objectives and KPIs for the team

## **4. Events and Strategic Engagement**

- Design and lead a programme of philanthropic events with clear income and pipeline objectives
- Personally leverage high-value donor events to progress relationships towards major gifts
- Use international engagement and trips selectively where they support donor cultivation and solicitation
- Represent Justice & Care in philanthropic networks to generate new donor relationships

## **5. Pipeline, CRM and Reporting**

- Own and maintain a live, decision-ready major donor pipeline
- Ensure robust pipeline management and accurate forecasting
- Maintain high-quality CRM data and reporting (Salesforce)
- Provide strategic insight on income performance, risks and opportunities

## **6. Other ad hoc duties**

- Collaborate across the organisation to support delivery of shared objectives
- Contribute to cross-functional projects and organisational initiatives
- Undertake other tasks as required to support Development Team and organisational priorities

It is worth noting, this job description is not exhaustive. It acts as a guide particularly as this is a new role it may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

### Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience in major donor fundraising, with a proven track record of securing five- and six-figure gifts</li> <li>• Experience of developing and delivering fundraising strategy</li> <li>• Experience of building and managing high-value donor relationships</li> <li>• Experience of working with senior stakeholders (e.g. CEOs, Boards, HNIs)</li> <li>• Experience of leading or managing a team, or readiness to step into a team leadership role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of fundraising across multiple markets (e.g. UK, US, international)</li> <li>• Experience of working within an international development or anti-slavery context</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong strategic thinking and planning capability</li> <li>• Exceptional communication, influencing and relationship-building skills</li> <li>• Ability to prioritise and manage a complex pipeline of opportunities</li> <li>• Excellent written communication and proposal development skills</li> <li>• Ability to work collaboratively across teams and functions</li> <li>• Strong project management and organisational skills</li> <li>• Ability to operate effectively in a fast-changing environment</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Target and outcome driven</li> <li>• Passionate about combating modern slavery</li> <li>• Adaptable, with a desire to learn and innovate</li> <li>• Strong team player</li> <li>• Proactive and self-motivated</li> <li>• Strong listening skills</li> </ul>	
<b>Other Comments</b>	<ul style="list-style-type: none"> <li>• Willingness to work occasional evenings (e.g. donor events)</li> <li>• Occasional travel within the UK</li> <li>• Occasional international travel</li> <li>• Basic DBS check required</li> </ul>	