

Philanthropy *company*



Client Executive

About the role

About us

We are a fundraising and philanthropy advisory agency. We work with non-profit organisations such as universities, charities, social enterprises and arts organisations to grow philanthropic income.

We have spent over twenty years helping organisations and individuals seek and channel fundraising and philanthropy to deliver social impact. We are subject matter experts, strategic consultants and hands-on deliverers. We are responsive in a changing world, where now, more than ever, philanthropy has a leading role to play. We help philanthropists, boards, trustees and teams to deliver impact, widen participation, advance social purpose and drive positive change.

Based in the UK but with a global outlook, we are a multi-skilled team working with a wide network of consultants who help us to deliver client work. We are a friendly, close-knit and highly professional team characterised by a 'can do' approach, a strong team spirit and a commitment to delivering impactful fundraising work. We value our client relationships and also have fun!

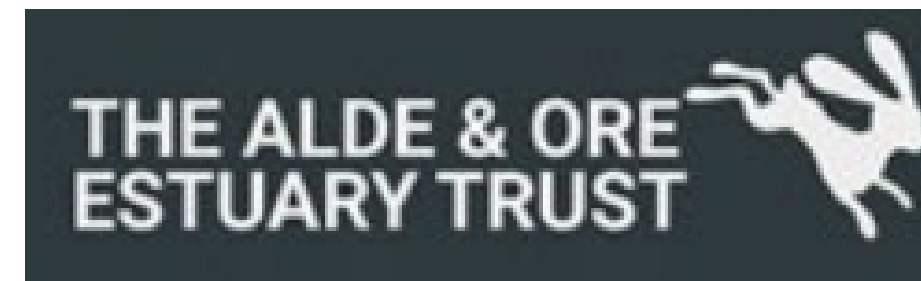
We actively promote equality of opportunity for all at Philanthropy Company and welcome applicants from a wide range of backgrounds and lived experience. We foster a positive work environment that values and embraces equality, diversity, and inclusion in all aspects of our operations. We believe in creating a culture that respects and appreciates the unique contributions of every individual, and that our collective differences are our greatest asset. We will make decisions regarding recruitment, hiring, training, promotion, and career development based solely on merit and without bias.

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About the role

We are looking for a talented and enthusiastic Client Executive to join our fast-moving, hard-working team. We are looking for someone with an interest in and knowledge of the charity sector, both NGOs and INGOs. Our client base spans medical and health charities, international aid organisations, environmental causes and grass roots community outreaches.

As Client Executive, you will play a pivotal role in coordinating the delivery of projects and achieving success for our varied portfolio of charity clients. Working alongside colleagues and consultants you will oversee project plans, ensure deliverables are met and manage client relationships. You will have an active role in contributing and shaping ideas for both prospective and existing clients.



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About you

You will bring your experience in client relations or fundraising, together with your project management skills, to join our core team of 10. You will relish working across a variety of projects and have the skills to maintain accuracy and attention to detail. You will be a self-starter, happy to get stuck in and take the initiative as well as working closely with the Philanthropy Company consultancy team. You will enjoy bringing ideas to proposals and pitches as well as working with the team to deliver projects for charities, philanthropists and companies, delivering work to the highest standards.

We are open to people with varied experience but it may include a background in a commercial, project management or grant giving environment as well as hands-on fundraising experience in a charity. Outstanding references, a positive attitude and excellent verbal, digital and written communication skills are important to us.



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Core areas of work

Client support and development:

- Supporting client projects through project management and embedding strong client relationships.
- Seeing projects through from concept to completion including working with our templates to manage a project plan and ensure key deliverables are met.
- Liaising with consultants, staff and key contacts.
- Supporting the team with new client opportunities and actively contributing to the new business development process through proposals and pitches.
- Representing Philanthropy Company externally when required at events and conferences.

Fundraising consultancy:

- As part of a team, delivering consultancy assignments in line with client briefs. This might be providing practical fundraising advice or actions, undertaking research, preparing briefing documents or drafting a fundraising plan.
- Ideally you will bring your knowledge of how high value fundraising works in charities and apply this to client work, such as fundraising campaigns and donor care.

“Philanthropy Company provided exceptional strategic advice and practical support for our capital campaign. As the project developed and changed, the team adapted accordingly, remaining dedicated and focused on delivering their objectives. I would not hesitate to recommend their services, which were enhanced greatly by their approachability, belief in Prevent Breast Cancer and passion and knowledge of the charity sector.”

Nikki Barraclough Executive Director Prevent Breast Cancer

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Core areas of work

Working as part of the Philanthropy Company team

- Work across the wider Philanthropy Company team, coordinating multiple project teams, to deliver timely, accurate and quality work.
- Be present at face to face and virtual meetings and events as agreed.
- Help to keep the Company database and file system up to date by logging client information, prospect research, external communications and documents, as appropriate.
- Be active on the company LinkedIn page.
- Contribute ideas and take initiative for opportunities as they arise.
- Be aware of and comply with all best practice guidelines from the Institute of Fundraising and the Fundraising Regulator.
- To carry out other duties, as requested, consistent with the post.

“Philanthropy Company played a key part in the successful evolution of the National Emergencies Trust’s systems, processes, fundraising and high value partnerships, helping to ensure that many thousands of grassroots charities received the funding they needed to make a difference to people’s lives across the UK”

*Mhairi Sharp, CEO, National
Emergencies Trust*

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Skills and experience

Essential:

- Proven ability to develop good working relations with colleagues and external stakeholders.
- Ability to work across multiple projects and clients at the same time, maintaining a high standard of delivery.
- Outstanding personal, digital and written communication skills.
- Excellent project management skills.
- Attention to detail (including spelling) and proof-reading skills.
- Ability to work across multiple projects at the same time.
- High level of computer literacy; proficient in the use of MS Office, Word, Excel, PowerPoint, Zoom/Teams/Google Meet and other virtual communications tools. A good understanding of Google Suite will be helpful.

Desirable:

- Financial acumen such as managing fundraising targets or budgets.
- Fundraising experience at Fundraising Manager or Development Officer level AND/OR client facing experience in a fast-paced agency, commercial environment or donor team.
- An understanding of the philanthropic and fundraising environment, preferably with some experience working with an INGO.



Application details

We are offering this role on a full time or part time (min 22 hours a week) basis and consider most flexible working options. The salary range for this role is £28,000-£32,000 pro-rata if part-time.

We work remotely with face to face meetings in London 1-2 times a month. We are seeking someone who can be flexible with their time and be available to respond to client needs when reasonably required. Occasional national travel may be required, with advance notice.

Please apply to Joanna Norden (joanna@philanthropycompany.com) with a cover letter and a copy of your CV detailing your interest in the role. Please include the following with your application:

1. A cover letter that includes why you are interested in this role; what you can bring to the role; your career aspirations; your salary expectations.
2. A full CV.
3. Confirmation that you hold UK residency or relevant permits to work in the UK.
4. Contact details including a phone number, email and residential address.
5. Your availability to start in this role.
6. Any special arrangements you might need to attend an interview.

If you have any queries about the role or would like to discuss it further, please get in touch.

Closing date for applications: **5pm, Thursday 23rd January**

First interviews will be held via Zoom: **Tuesday 28th & Wednesday 29th January**

Second interviews will be held face to face in London: **Monday 3rd February**

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