

Job Description

Philanthropy Officer (Maternity Cover)

Hours of work: 28 hours per week (flexible in how worked)

Type of contract: Fixed term until mid-March 2026

Based at: The Lodge, Littlemore with travel to other sites as required. Hybrid working available.

Croner rank: 6

Job Purpose

As a vital member of our Philanthropy Team, this postholder helps to create a sustainable step change in our income through the promotion and growth of our major and high value giving programmes. They support the growth of our donor base by fostering great relationships and creating a welcoming and inclusive atmosphere.

Reporting Line

The post holder reports to the Head of Philanthropy

Line Management

This post has no line reports

Key Responsibilities

Income Generation

- Contribute towards the Philanthropy Department's annual income target, helping deliver an increased number and scale of donations
- Help develop and foster a culture of Philanthropy across our donor base, encouraging bespoke relationships
- Develop, manage and grow BBOWT's Major and High value giving programmes, handling associated correspondence, data and literature
- Introduce a sustainable feeder group of prospects which encourages growth of the High Value programme category
- Create and deliver an annual programme of prospect research which supports the continual growth of our Major and High Value gifts programmes

Stewardship

- Create, manage and implement a programme of events and correspondence which drives excellent relationship management
- Help create and organise an annual programme of 'donor approaches' both bespoke and also through assisting the delivery of appeals and project support
- Co-ordinate the work with the wider team to perform the data collections which support all philanthropic mailings and contribute to financial planning requirements
- Respond to all donor related enquiries, assisting in the banking of income and invoice payments
- Manage all donor related data information, creating reports and innovatively looking at segmentations which allow relationships and income to grow

Other

- Working as part of the Philanthropy Team, help respond and co-ordinate all Philanthropy enquires and the support of our Teams programme of events
- Provide regular reports as required
- Any other duties as delegated by the line manager or Chief Executive

Person Specification

- A proven record of relationship management connected to income generation
- A willingness to generate income and provide excellent customer service
- Proven experience of researching and connecting with individuals to then growing individual relationships
- Excellent time management skills and the ability to hit tight deadlines
- Proven experience of teamwork and the ability to work under own initiative, unsupervised and to be flexible
- Excellent event management skills
- To be able to demonstrate researching skills
- Competent in use of CRM databases and MS Office functions such as Word and Outlook and advanced Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence

Measurements Of Success

- Growth of income through existing and new relationships
- Delivery of well planned and executed work schedules which results in great relationships management and development
- Constantly working as part of a team and showing the ability to work under pressure and working under own initiative