

# Practical **ACTION**

## Job Profile **Philanthropy Executive**



# Practical Action

## ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group, working with communities who are vulnerable to poverty and climate change to support them to change their world. Together we develop innovative, community powered and locally owned solutions that achieve transformative change in lives and livelihoods. And we work with a range of partners, including governments, business and international organisations to ensure improvements are sustained and scaled and to change the systems that keep people poor and vulnerable.

We were founded in 1969 by radical economist EF Schumacher who challenged the development thinking of the time. He believed in solutions suited to context, equipping people with the skills and knowledge to change their situation, economic systems that work for all and living within the planet's means. This ethos continues to fuel all our work. Schumacher was the author of 'Small is Beautiful: A study of economics as if people mattered'. In our work we start 'small', ensuring we understand what is already working but we aim big focussing on what will deliver the systems change required.

We have over 60 years of experience working across Africa, Asia and Latin America. Our group consists of a UK registered charity with experienced country teams, an expert consulting service and an independent development publishing company. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

# Practical Action

## ABOUT THE ROLE

### Our Vision

**Practical Action's vision is of a world that works better for everyone.**

### Scope

<b>Title</b>	<b>Philanthropy Executive</b>
<b>Reporting to</b>	Philanthropy and Partnership Lead
<b>Direct reports</b>	None
<b>Groups</b>	Fundraising. Marketing & Communications. Business Development & Philanthropy
<b>Scope</b>	n/a
<b>Financial Responsibilities</b>	n/a
<b>Location</b>	UK
<b>Duration</b>	Permanent
<b>Grade</b>	B
<b>Travel</b>	UK travel and occasional out-of-hours meetings or events.

### About the Role

We are looking for an excellent and experienced relationship fundraiser, who excels at identifying and building inspiring and genuine connections with high net-worth individual donors, who have the capacity to give six- and seven- figure gifts.

This role requires a motivated, creative and confident individual, who thrives on getting out and about and meeting with supporters. The role will help shape the Business Development and Philanthropy Team's plans to deliver outstanding donor engagement and stewardship so that our donors are inspired and proud to support us and enjoy their philanthropic giving experience. This role will make a vital contribution to delivering a step change in our philanthropic income growth to support Practical Action's strategic ambition and mission.

### Key Working Relationships

This role reports directly to the Philanthropy and Partnership Lead and sits within the Business Development and Philanthropy Team. The role will work with autonomy and will be part of a team responsible for delivering our philanthropic income. It will work closely with colleagues, in the UK and across the world, in fundraising, programmes, communications, operations and finance.

### KEY ACCOUNTABILITIES

- Lead the process of identifying and cultivating individual donor prospects (UK and international) capable of giving six- and seven- figure gifts, fully understanding their funding preferences, criteria and fit with Practical Action.
- Steward a portfolio of loyal and high-quality donors, giving five and six figure annual gifts and ensure our donors receive exceptional stewardship, feel valued for their support and become advocates of Practical Action to their friends, family and networks.

- Work with autonomy and represent Practical Action at one-to-one meetings and networking events with high net-worth individuals.
- Work with senior colleagues and the Board of Trustees to identify prospects, build relationships and secure gifts from high net-worth individuals.
- Distil complex information and messaging into powerful, emotive and high-quality tailored communications (including pitches, cases for support, bespoke proposals and donor reports) that demonstrate impact and inspire giving by individual donors and family trusts.
- Support the annual planning cycle, including business plans, strategy reviews and budgets.
- Work closely with the Data and Insight Team and Supporter Services and ensure the CRM (Raiser's Edge NXT) database is kept up to date and accurately maintained to ensure that donors receive exception communication and care and that data requirements are met.
- Provide regular updates on progress against both financial and non-financial targets.
- Provide support and mentorship to other Philanthropy Team members to help them achieve their professional and fundraising goals.
- Ensure your work and fundraising activities are fully compliant with both our own policies and the latest charity legislation and standards of practice.
- Any additional duties as may be reasonably required by a senior manager.

## PERSON PROFILE

### Qualifications, Knowledge and Experience

- Significant fundraising experience (5 years+) of securing gifts from high net-worth individuals making gifts privately, or through family trusts, donor advised funds and corporations.
- Excellent knowledge about philanthropy sector developments, trends and key philanthropic organisations and networks in the UK and internationally.
- A strong and proven track record of building new prospect pipelines and of managing a portfolio of donors, including demonstrable experience of securing six- and seven-figure gifts.
- An experienced and confident networker with a proven ability to build and maintain a diverse group of contacts, at all levels, both internally and externally, and represent Practical Action to inspire, secure commitment and support.
- Knowledge of data protection principles, legal requirements, and ethical fundraising practice is essential.
- Experience of working with a fundraising database, ideally Raiser's Edge NXT
- Knowledge of sustainable development, social and environmental issues is desirable

### Skills, Abilities and Competences

- Excellent verbal and written communication skills including the ability to summarise and distil complex issues in an inspiring way.
- Ability and confidence to influence and manage successful internal relationships including writing reports and donor meeting briefings for senior colleagues.
- Ability to manage multiple priorities within a fast-paced environment, ensuring our donors receive excellent stewardship throughout their relationship with Practical Action.
- Strong project management skills to lead approaches backed up by an appropriate level of research and analysis.
- Enthusiasm and willingness to trial, learn and adapt – whether building on existing major giving experience or trialling new ideas and approaches to reach new donors audiences, for example

next generation or diaspora giving.

- You will contribute to a culture of kindness, collaboration, rigour and accountability.
- Effective and positive team-player with a strong preference for collaboration
- Strong administrative, time-management, IT and numeracy skills.

## APPLICATION INFORMATION

### Why join us?

You will join a high performing team of professionals, all committed to making the world work better for everyone. You will experience and contribute to a friendly and supportive culture, working with values driven and highly engaged teams, and where work life balance and agile working is valued.

In the UK, our open plan offices are located in the centre of Rugby and near to Rugby train station but we also offer free parking.

In addition, we offer the following benefits:

- Full time roles are contracted at 35 hours per week.
- It is our normal practice to operate a hybrid working policy, where flexible working hours are enabled as well as remote working.
- 27 days holiday rising with continuous service, in addition to public holidays
- Pension scheme - employer contributes 10.5% of salary and the employee contributes 5%.
- Enhanced family friendly policies, including maternity, adoption, paternity, and shared parental leave.
- Life assurance (3 x annual salary).
- Cycle to Work scheme / Shower facilities
- Employee Assistance Programme – access to our Wellbeing platform
- Learning and Development Opportunities
- Sit / Stand desks available in our modern offices.