



We help children and young people (up to age 25), parents, and families, to rebuild their lives when a child grieves or when a child dies.
We also provide training to professionals, equipping them to provide the best possible care to bereaved families.

Role	Philanthropy Officer
Hours	Full Time (37.5 hours)
Rate	£35,000 per annum
Reporting to	Head of Corporate, Philanthropy & Events
Base	Hybrid working from home and CBUK's offices in Loudwater, High Wycombe or Widnes in Cheshire or remote working considered

Role summary

The Philanthropy Officer will support the Head of Corporate, Philanthropy & Events to secure and increase income through the charity's Major Donor strategy.

The post holder will support with developing a robust pipeline of prospects and will be responsible for managing a portfolio of new and existing major donor relationships. You will be creative and analytical and provide first class research, administration, relationship management and database skills and provide excellent donor stewardship.

About Child Bereavement UK

Child Bereavement UK helps families to rebuild their lives when a child grieves or when a child dies. We support children and young people (up to the age of 25) when someone important to them has died or is not expected to live, and parents and the wider family when a baby or child of any age dies or is dying.

We provide training to professionals in health and social care, education, the emergency services, and the voluntary and corporate sectors, equipping them to provide the best possible care to bereaved families.

Vision and Mission

Our vision is for all families to have the support they need to rebuild their lives, when a child grieves or when a child dies.

Our mission is to tackle the inequalities that exist in the availability, accessibility and quality of bereavement support and training across the UK and to build capacity within communities to manage the impact of child bereavement.

Our values

The work of Child Bereavement UK is underpinned and guided by our commitment to:

Integrity: We place the needs of bereaved families at the heart of everything we do. Our work is based on listening to and learning from the lived experience of the families and professionals with whom we work. We respect everyone's experience. Confidentiality, discretion and consent are of the utmost importance in our work.

Inclusiveness: We are inclusive of and respectful to all our stakeholders, including colleagues, volunteers, supporters and beneficiaries, in our attitudes, behaviours and activities. We aim to use accessible language and to be open and unbiased. We welcome and respect everyone and advocate for equity, diversity and inclusion across all areas of our work.

Quality: We strive for the highest standards of excellence and professionalism in all aspects of our work. We continually assess, review and improve our systems, processes and impact.

Collaboration: We are committed to a culture of teamwork and collaboration. We work in partnership with other organisations to provide an incrementally improving picture of national child bereavement support.

Our Bereavement Support and Education Services

Support services: offering free, confidential bereavement support by telephone, video or instant messenger, as well as face to face from a number of locations across the UK including Support sessions for individuals, couples, children, young people and families; Groups for families; Groups for young people; and Groups for parents.

Helpline: providing confidential support, information and guidance to individuals, families and professionals throughout the UK via telephone, Live Chat and email.

Training: designing and delivering training for professionals across the statutory, voluntary and corporate sectors, equipping them to provide the best possible care to bereaved families.

Support and training for schools/further education: offering services and resources for schools including online resources; free-to-access online training modules; *Elephant's Tea Party bereavement awareness programme*; webinars for education professionals and a schools consultancy service.

Website: hosting a breadth of information, information and short guidance films on a range of bereavement topics.

Publications and resources: providing books, films and workbooks for bereaved families and for professionals.

Consultancy, supervision and reflective practice: offering support to organisations in the statutory, voluntary and corporate sectors on all aspects of bereavement.

Principal Responsibilities:

- Research and identify potential major donors to build a strong list of prospects, matching against key fundraising priorities, to maximise opportunities and build a healthy prospect pipeline.
- Work with Head of Corporate, Philanthropy & Events to prepare and implement creative donor cultivation and stewardship plans to secure new donors and develop current relationships, including:
 - Creative cases for support with associated budgets.
 - Adapting information for specific donors using different approaches for different audiences.
 - Developing engaging thank you letters and reports.
- Manage an agreed portfolio of major donor relationships and prospects, with the support of Head of Corporate, Philanthropy & Events, through excellent stewardship and tailored fundraising proposals.
- Take a lead role in development and implementation of a patron and celebrity stewardship plan.
- Provide timely and high-quality updates to donors on the charity's activities and impact and value of gifts. Work with the Communications team to ensure that major donor supporters receive engaging and relevant marketing materials.
- Develop processes and systems to ensure the effective management of all relevant information, including keeping all records up to date on the CRM database (Raiser's Edge) including all actions, communications and proposals in-line with the monthly KPIs and analyse to identify further opportunities.
- Support your line manager with income tracking and processing, contributing to financial targets, re-forecasts, budgeting and reporting.
- Provide administrative support for cultivation and stewardship events, including special events, as and when required by the Head of Corporate, Philanthropy & Events.
- Be an active and supportive member of the Fundraising team and wider CBUK team, contributing to the Fundraising team's development and targets as well as working collaboratively with colleagues.
- Ensure all associated activities are compliant with charity law, regulatory requirements and best practice, including those of the Data Protection Act and GDPR.
- Develop strong working knowledge of these areas of income generation and the wider fundraising and charity sector.
- Identify and complete relevant training, regularly reviewing relevant press and publications and keeping up to date with industry news.
- Represent the charity at meetings and events as required. This will sometimes require travel within the UK and occasionally an overnight stay.
- Any other reasonable duties commensurate with this role, as required by your line managers, Director of Fundraising and Senior Management Team.

Key working relationships

- Corporate and Special Events team
- Fundraising Team staff, interns and volunteers
- Database Team and suppliers
- Event committees and high value supporters
- Communications Team
- Trustees, Patrons and celebrities
- Bereavement Services Team

General terms and conditions

Equal Opportunity

All employees must comply with Child Bereavement UK's Equality Policy and must not discriminate against anyone on the grounds of race, colour, nationality, ethnic or national origins, religion/faith or beliefs, sex/gender or gender reassignment, marital or civil partnership status, age, sexual orientation or disability, or any other grounds which cannot be shown to be legally and morally justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act and are also expected to comply with the Charity's Health & Safety Policy and Operational Guidelines which may vary depending on your job role and working location. The post holder is required to ensure that his/her work methods and behaviour do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to legal requirements to protect personal and special categories of personal data in accordance with the Data Protection Act 2018. Everyone is expected to maintain strict confidentiality in respect of client and staff records and information.

Variation

This job profile is not intended to be a complete list of duties and responsibilities but is a guide for information. It may be reviewed and changed in the light of the evolving needs of the Charity and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to A level or equivalent 	<ul style="list-style-type: none"> Educated to degree level or equivalent Fundraising qualification
Experience	<ul style="list-style-type: none"> Fundraising experience, preferably in a charity environment Experience of using a CRM database Experience of working as part of a team and on your own. Experience of working with High Net Worth Individuals 	<ul style="list-style-type: none"> Working or volunteering in a major gifts role in a charity environment Experience of using Raiser's Edge database Managing special events for cultivation and stewardship of donors Building a network of high value internal and external contacts Administrative support for varied events
Knowledge / Skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills Analytical approach to tasks Strong interpersonal skills Ability to multi-task and prioritise whilst maintaining excellent attention to detail Strong planning and organisation skills Strong IT skills with good working knowledge of Microsoft Office programmes Ability to travel to meetings and events within the UK as required 	<ul style="list-style-type: none"> Knowledge of major gifts fundraising Strategic research to help maximise income Familiar with the Raiser's Edge database or other CRM system Monitoring income Social media, PR and communications Event administration Understanding of charity environment
Personal Qualities	<ul style="list-style-type: none"> Excellent personal organisation and attention to detail Strong team ethic and ability to work collaboratively with internal and external contacts Proactive and creative approach and a high level of ability to use own initiative. Enthusiasm, flexibility, and 	

	<p>tenacity.</p> <ul style="list-style-type: none"> • Willingness to undertake relevant training and development opportunities. • Willingness to work out of regular hours towards personal objectives and to support the wider team. • Empathy with the charity's work. 	
Other requirements	<ul style="list-style-type: none"> • Current valid UK driving licence with car available for work purposes. • Ability to travel across the UK. • Flexible to work evenings and weekends as required. 	