
Philanthropy and Partnerships Officer **Grade: 6**

Directorate: Fundraising, Marketing & Communications

Location: Slimbridge with the opportunity for hybrid working

Reporting to: Prospect Research Manager

Main function of post:

To provide a support function across the Philanthropy & Partnerships Department; Corporate Partnerships, Philanthropy and Grants as well as the Prospect Research function. The role will help to enable and maintain the growth of the department over the last several years.

Supporting on high priority projects and gaining a detailed insight into Philanthropy & Partnerships.

Supervisory responsibilities: None

Responsibilities of the post

1. Report to the Prospect Research Manager, delivering a varied range of projects (both ongoing and finite) to assist teams within the Philanthropy and Partnerships Department.
2. Work with the corporate partnerships team to support key partnerships, including the development of reports, and co-ordination of meetings and events.
3. To undertake prospect research to support the funder pipeline for each team in the department.
4. To undertake research and compile materials for applications and case for supports, in liaison with project staff across WWT.
5. To support claims and reporting to major funders, compiling timely and accurate materials.
6. To lead on developing and writing grant applications for unrestricted funding with support from Grants Team.

7. To develop expertise in using the WWT CRM database, maintaining accurate and up-to-date records related to actions undertaken.
8. To organise and distribute regular communications to update and inspire key funders.
9. To organise funder visits, planning the day, arranging logistics and writing briefing notes and attendee biographies.
10. To support information needs and compile invitee lists for events.
11. Support the Philanthropy Manager, ensuring all donor records are up to date on the WWT CRM system as well as pipeline and financial information for reporting and forecasting purposes.
12. Support the Philanthropy Manager with communications to donors, including thanking and preparation of reports.
13. Support the Research Manager in the development of high quality written briefings for specific teams and for senior management.
14. Coordinate departmental meetings, collating agendas
15. Comply with data protection, fundraising and other charity law and best practice guidance as appropriate.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: May 2025

Person Specification

1. Qualifications

Essential:

- Educated to degree level or equivalent professional experience

2. Experience

Essential:

- Ability to liaise and negotiate with a range of stakeholders by phone, email, letter and in person
- Excellent Microsoft office skills, particularly strong excel and word skills
- Excellent personable skills in order to be the first point of contact for the department
- Ability to work in a busy department and meeting tight deadlinesAbility to prioritise own workload and work with limited supervision at times

Desirable:

- Experience of working in a fundraising department
- Experience of using databases
- Experience of working to and maintaining budgets, preferably on excel

3. Managerial & Supervisory

Essential:

- None

4. Responsibility

Essential:

- Responsible for maintaining up-to-date and accurate records
- Responsible for working to deadlines imposed by funders and internally
- Producing high quality applications, reports and claims relevant to the audience in line with brand guidelines
- Excellent time management skills and ability to prioritise own workload effectively

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£3 million +

Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Strong written skills, able to write in an engaging style for various audiences with fluency and creativity
- Confident and effective verbal communication skills to a range of audiences
- Ability to undertake thorough and innovative research to find and qualify new prospects
- Problem solving ability

Desirable:

- Ability to write persuasively for applications and produce engaging reports

6. Contact

Essential:

- Confident liaising with colleagues across the organisation at all levels, including project staff (sometimes internationally), Management Board and Council
- Polite and professional manner when dealing with stakeholders at all levels on the phone and at meetings/events

Desirable:

- Experience of working with large teams across different sites.
- Networking ability

General Notes

This is a full-time position, which will require work during some evenings and occasionally on weekends, to meet the needs of the post. Travel to other WWT centres, project sites and meetings/conferences will also be required occasionally.