

Philanthropy and Partnerships Manager (Maternity cover)

- Job title:** Philanthropy and Partnerships Manager (Maternity cover)
- Salary:** £31,500 (FTE £45,000)
- Benefits:** Annual leave package of 25 days annual leave (pro rata), + days off between Xmas and New Year + Bank Holidays + day off on your birthday, with an additional day per year up to a max of 29 days.
4-8% pension contribution
Flexible and hybrid working arrangements
Mental health and wellbeing support programme
- Hours:** 28 hours per week, with days and times of work to be agreed
- Contract:** Maternity cover – minimum of 9 months, up to 12 months
- Department:** Fundraising
- Report to:** Head of Fundraising
- Location:** London Islington hybrid arrangement with at least 1 day per week in the office, more expected during probation and induction period, but this is flexible with line manager agreement. Some travel may be required as part of the role.

About us

EIA protects our planet by investigating and campaigning against environmental crime and abuse. Our focus is the protection of wildlife, forests, oceans and climate. We turn the evidence we gather in the field into hard-hitting reports targeted at authorities who can make a difference, and campaign for new legislation, improved governance and effective enforcement. And we need you to help us do this!

About role

Our small Fundraising team has benefitted from significant investment in recent years and this maternity cover role will provide vital continuity as EIA develops and expands its network of philanthropic supporters and strategic partners. You will be joining EIA at a pivotal time, working closely with the Head of Fundraising to sustain momentum across philanthropy, support the launch of our giving circle, Nature Network, and help strengthen selected partnership opportunities that contribute to our fundraising ambitions.

The fundraising team at EIA, is responsible for raising income across trusts and statutory funders, as well as raising funds from individuals. The income raised from individuals has increased in recent years and we are investing further in this area so

that we can conduct even more investigative and campaigning work to protect our planet.

The role will focus on developing and strengthening relationships with High Net Worth Individuals (HNWIs), inspiring supporters to give generously, and stewarding donors so they feel closely connected to EIA's work to combat environmental crime and abuse around the world, as well as supporting partnership activity where it aligns with philanthropic giving, cultivation and long-term relationship development.

The Philanthropy and Partnerships Manager (Maternity cover) will lead the day-to-day delivery of EIA's philanthropy programme during the maternity cover period. This will include tailored stewardship for HNWIs, prospecting and cultivation, donor funding propositions, implementing and growing the Nature Network giving circle following its launch in September, engaging our network of ambassadors, Future Stewards, and maintaining effective systems to support growth in philanthropy. The role will also contribute to a focused partnerships pipeline, ensuring partnership activity supports philanthropic income growth and deepens engagement with EIA's mission.

Key areas of responsibility

Responsibilities will include, but are not limited to, the following:

Development of the existing supporter base:

- Develop and deliver a tailored stewardship programme for higher level donors.
- Establish appropriate KPIs to track progress and measure success.

Expand the donor base by acquiring new high value prospects:

- Conduct regular prospecting and cultivation to identify new potential supporters.
- Use network mapping to identify potential connections with existing stakeholders.
- Lead the development and delivery of cultivation events and exploratory meetings.

Develop donor funding propositions:

- Work with campaign teams and the wider fundraising team to develop funding propositions for HNWI and a Case for Support for the different areas of our work.

Launch and develop Nature Network and associated stewardship:

- Following the September launch of Nature Network, EIA's giving circle, recruit new members and provide a compelling stewardship journey for supporters giving at this level.

Support aligned partnerships activity:

- Maintain and develop a focused pipeline of prospective partners where there is clear alignment with EIA's campaigns, values and philanthropic priorities.

- Work with the Head of Fundraising and colleagues to support partnership cultivation, proposal development and stewardship.
- Lead the prospecting and stewardship of our brand ambassador programme, Future Stewards, including developing a social media communications plan with the Social Media and Digital Engagement Manager

Strategy development, budgeting and campaign reporting

- Work with the Head of Fundraising to deliver philanthropy plans during the maternity cover period and contribute to wider fundraising strategy where relevant.
- Monitor income and expenditure across philanthropy, Nature Network and relevant partnership activity to ensure they meet budget and contribute to the mid-year reforecast process.
- Produce regular income reports that monitor performance against KPIs and feed back to the Head of Fundraising and wider organisation to share successes with the EIA team

Other responsibilities

- Keep abreast of philanthropic trends and insights to inform best and effective practice in our fundraising, attending workshops and conferences, and liaising with peers at other organisations.
- Participate in any other activity that may reasonably be requested.
- Provide cover for Fundraising colleagues as required.

Person Specification

Essential

- Significant experience of identifying, cultivating and stewarding relationships with high value supporters and securing significant gifts.
- Considerable experience of developing and communicating high value funding propositions and writing compelling cases for support and applications.
- Strong verbal communication skills, confident in communicating effectively and passionately with supporters, team members across EIA and senior stakeholders.
- Excellent networking and presentation skills.
- Experience of planning and delivering stewardship events for HNWIs.
- Experience of managing or supporting giving circles, membership-style donor programmes or structured supporter journeys would be advantageous.
- Experience of partnership development, corporate relationships or cross-sector collaboration, with the ability to identify opportunities that support philanthropic income growth.
- Driven to provide the very best supporter experience.
- Energetic self-starter able to work on own initiative with attention to detail.
- Dynamic and positive attitude.
- Creative and innovative thinker.
- Well-organised, able to prioritise work and meet deadlines.

- Fully proficient in Microsoft SharePoint and Office 365.
- Fully proficient in Fundraising databases (CharityCRM would be an advantage but not essential)
- Solid knowledge of Charity Law and Fundraising regulations
- Strong interest in or knowledge of wildlife trade and environmental issues
- Flexibility to work out of hours at a few events through the year.