



THE PRINCE'S  
COUNTRYSIDE  
FUND

# Philanthropy Officer

## Job Description & Person Specification

|                    |                                 |
|--------------------|---------------------------------|
| <b>Role:</b>       | Philanthropy Officer            |
| <b>Department:</b> | The Prince's Countryside Fund   |
| <b>Contract:</b>   | Permanent                       |
| <b>Hours:</b>      | Full time (37.5 hours per week) |
| <b>Location:</b>   | Victoria, London                |
| <b>Reports to:</b> | Head of External Affairs        |
| <b>Salary:</b>     | £23,000 - £25,000 per annum     |

### About The Prince's Countryside Fund

The Prince's Countryside Fund is creating a real future for rural Britain. Our vision is of thriving family farms and rural communities, encouraged and recognised for the way they look after the countryside and their role in creating a sustainable future for our whole nation.

In practice, our work falls under three pillars – thriving farming families, confident rural communities, and inspiring support. We provide support, funding, and advice to all people living and working in the countryside, and our ambitious fundraising strategy underpins this.

We award over £500,000 in grants to rural, community led projects across the UK each year and with a new four-year strategy in place, this is an exciting time to join the charity.

### Purpose of the role

The primary purpose of the role is to assist with the charity's philanthropic fundraising programme, through the management of individual givers and major donors. This is a varied and hands-on role which will give the postholder opportunities to develop as the programme grows.

Reporting to the Head of External Affairs, the role will focus on the day-to-day management of the PCF's philanthropy programme, including the recruitment of donors to a Friends programme, legacy promotion, and managing the stewardship of high-net-worth supporters. This will involve researching prospective funders, managing a pipeline of prospects and donors, supporting funding approaches by organising cultivation and stewardship events, and overseeing the brand management of our Friends. The role is supported by an



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established Development Committee who meet quarterly and make introductions to their networks.

### **Main Responsibilities / Accountabilities:**

- Management of the Friends programme, including promotion on social media and working with the Corporate Partnerships team to identify brand opportunities.
- Day-to-day management of relationships with donors to the philanthropy programmes, ensuring that stewardship plans are reviewed and kept updated.
- Overseeing and developing our legacy fundraising programme including sensitive management of supporters.
- Undertaking research and due diligence on prospective funders from our existing pipeline and using external resources, including the Development Committee.
- Working with the Head of External Affairs, organising cultivation meetings, pitches, and events, and ensuring smooth follow up.
- Working with the Communications team, preparing communications materials such as newsletters, presentations, and marketing materials as required.
- Supporting the Development Committee by preparing papers for quarterly meetings and ensuring follow up on Philanthropy actions.
- Managing all records, pipelines, and the database (Salesforce) to ensure information is up to date and accurately recorded.

### **Additional Accountabilities**

- Ensure that health and safety requirements are met in the areas for which the jobholder is responsible.
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

### **Special working conditions:**

- Travelling across the UK
- Attending evening and early morning events
- Some overnight stays



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## Person Specification

### Knowledge

- Some knowledge of charitable giving
- Some knowledge of marketing and communications
- Some knowledge or interest in farming and the countryside is advantageous

### Experience

- Experience of prioritising in a busy office
- Experience of building relationships and customer service
- Experience of using a database (Salesforce) desirable

### Skills

- Confident networker with the ability to build relationships, with people at all levels up to and including C-Suite
- Good judgement in deciding appropriate manner to deal with a diverse range of donor relationships
- Ability to learn quickly, work well within a team as well as independently with minimal supervision
- Excellent organisational, planning, prioritisation and time management skills
- Highly accurate with excellent attention to detail
- Ability to produce well-presented and well-written information
- Use of Microsoft office packages at an Intermediate level desirable

### Behaviours

Act in accordance with The Prince's Countryside Fund's three values: Practical, Collaborative and Empowering. Also:

- Enthusiasm and affinity for the work of the Fund and rural matters
- A hard worker and a doer who delivers results
- Recognises the implications of working within a charity
- High level of integrity and discretion
- Demonstrates flexibility and open mindedness
- Provides feedback and support.