

Philanthropy Associate

Title:	Philanthropy Associate
Team:	Philanthropy
Duration:	Permanent
Location:	Central London, NW1 1BU
Starting date:	October 2017
Salary:	£28,000
Working hours:	Full time
Minimum qualifications:	Graduate or equivalent
Reporting to:	Development Director

About Impetus-PEF

Impetus-PEF transforms the lives of disadvantaged young people to succeed in school, in work and in life. We select the most promising charities and social enterprises that work directly with young people and then help them to become even more effective to dramatically increase the impact they have on peoples' lives.

Our Values

Our Values are the principles that we stand for and commit to, now and in the future. They are fundamental to us and guide us in everything we do. As an organisation

We share a big ambition which we only achieve by working with each other. We bring our hearts and our heads into everything we do.

About this role

The Philanthropy Associate is a highly professional individual who will support the senior members of the Philanthropy team to secure and maintain income from a range of funders including Corporates, Individuals and Grant-Making Trusts. The primary focus of the role will be researching fundraising opportunities to deliver new business for core fundraising and co-investments for our partner charities as well as stewarding our existing donors.

The Philanthropy Associate will be an energetic team player, able to manage a busy and varied workload and work with all members of the organisation.

Key responsibilities

- Work with Development Director to build and maintain a pipeline of around 300 prospects for Impetus-PEF. Carry out donor research and report on progress of current prospects. This will be for both fundraising and co-investment opportunities.
- Undertake research and network mapping of current supporters and contacts to identify links to appropriate prospects. Document this research in an accessible and clear way, and ensure that all records of contacts and approaches are recorded on our database (Salesforce).
- Support Impetus-PEF's new co-investment strategy through research, administration and maintaining accurate records on database (Salesforce).
- Research and report on philanthropy trends.
- Support senior fundraisers on donor reporting, including liaising with our charity partners in order to create report content. Ensure all communications with external stakeholders are prompt, clear and well written.
- Create and monitor processes and systems to deliver reports to the senior management team.
- Work with the Philanthropy and Events team to deliver new business events and other Impetus-PEF events throughout the year.
- Attend Impetus-PEF events to provide support to Philanthropy team.
- Write briefings for senior staff and trustees in advance of meetings.
- Demonstrate professionalism and best practice in all duties.
Comply with all of the organisation's policies and procedures.

Personal specification

- Graduate or equivalent.
- Strong research skills
- Excellent written and verbal communication skills.
- Experience or understanding of corporate fundraising, major donor fundraising
- Experience of using databases, including input and extraction of relevant information
- Excellent relationship management and communication skills, with the ability to relate to people at all levels in a range of business functions
- Intellectually strong, able to grasp and interpret complex ideas, including the venture philanthropy model of Impetus-PEF and the private equity industry.
- Organised, strong project manager
- Ability to look beyond own area of expertise
- Ability to work well under pressure with the ability to meet tight deadlines in a fast-paced environment while managing multiple projects

How to apply

If you are interested in applying for this role, please contact [insert] on [insert telephone number] or email your CV to Recruitment@Impetus-PEF.org.uk

Application deadline: 27 September 2017

Interviews: 16 & 18 October 2017

For examples of recent projects that Impetus-PEF have worked on and delivered, please see below:

Twitter: [@ImpetusPEF](https://twitter.com/ImpetusPEF)

Blog: www.impetus-pef.org.uk/blog

News Bites: www.impetus-pef.org.uk/newsletter

Our *Life After School* campaign: www.impetus-pef.org.uk/life-after-school

Our *Youth Jobs Index*: www.impetus-pef.org.uk/youth-jobs-index

Impetus-PEF reserves the right from time to time to make reasonable changes to this job description, to take account of organisational changes.

Impetus-PEF is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.