

ROLE PURPOSE

Role Title: Philanthropy & Partnerships Coordinator

Division: Public Affairs

Location: London

Date: June 2026

Employment type: Part-time 2-3 days a week; 3-6 month fixed-term contract, with flexible work arrangement

Reports to:
Director of Development, UK & Europe

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Philanthropy and Partnerships Coordinator support the development and progression of philanthropy and partnership activity across trusts & foundations, corporate partners, and high-value philanthropic audiences in the UK. The role is focused on **coordination, preparation, prospects research, and pipeline support**, enabling effective relationship management and timely progression of opportunities.

Key accountabilities:

1. Coordinate and support a targeted portfolio of trusts & foundations, corporate, and philanthropic prospects, assisting with qualification, cultivation, and stewardship activity.
2. Support the preparation and submission of trusts & foundations applications, including coordinating inputs, drafting supporting materials, and managing timelines and follow-up.
3. Support donor and partner engagement through effective briefing, scheduling, meeting preparation, follow-up, and moves management.
4. Act as a coordination point between UK, Global Philanthropy, Programs, and Business Development teams to align inputs, streamline processes, and reduce bottlenecks.
5. Maintain accurate and up-to-date CRM and pipeline records, ensuring donor intelligence, engagement activity, and stage progression are consistently recorded.
6. Supporting prospect research and developing profiles when required.
7. Support reporting and insight generation, including pipeline tracking, income forecasting inputs, and progress summaries to inform prioritisation and decision-making.
8. Provide general administrative and coordination support across philanthropy and partnerships activities as required, including managing donor engagement events.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- Experience supporting or coordinating fundraising, philanthropy, or relationship-based income generation within a charity or comparable environment.
- Strong organisational and planning skills, with the ability to manage multiple priorities and deadlines.
- Ability to analyse and interpret information and data to support decision-making and insight.
- Excellent written and verbal communication skills, with experience preparing professional-level briefs and materials.
- Strong collaborative skills and the ability to work effectively across teams and stakeholder groups.

Skills:

- Proactive self-starter with a focus on solutions and continuous improvement.
- Highly organised, reliable, and able to manage competing priorities with efficiency
- Collaborative and team-oriented, fostering positive relationships across all levels.
- Forward-thinking, adaptable, and resilient in a fast-paced environment.

Desirable Experience:

- Exposure to fundraising, particularly in major gifts, trusts and foundations, and/or corporate partnerships.
- Understanding of data protection regulations (e.g. GDPR) and their application in donor management.
- Experience supporting donor stewardship activities and relationship management processes.
- Familiarity with working in an international or not-for-profit environment.

Qualifications:

Tertiary degree or equivalent work experience

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

As required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

To work in The Foundation, you will:

- Be eligible to work in London
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children