

Job description

Head of Philanthropy

Reports to: Chief Engagement Officer

Based at: Coeliac UK Head Office, High Wycombe (some home working possible by agreement with line manager)

Salary grade table: Specialist (SP2)

Line management: 1 FTE

Job purpose: The Head of Philanthropy leads the growth of high-value income streams to secure Coeliac UK's long-term financial sustainability. Focusing on major donors, trusts and foundations, legacies, and strategic corporate partnerships, the role will build strong relationships that align donor passion with the charity's mission and impact.

Working in close partnership with the Head of Fundraising, this postholder will shape and deliver a data-driven, relationship-centred philanthropy strategy, expanding Coeliac UK's reach, deepening engagement, and ensuring transformational support for research, advocacy, and services for people living with coeliac disease.

Key responsibilities

- Lead by example in securing and stewarding high-value partnerships/gifts, while setting strategy to grow long-term philanthropic income.
- Champion a data-driven approach, using analysis and insight to inform priorities, develop a strong case-for-support, monitor performance, and refine donor journeys.
- Ensure the development of high-quality, compelling philanthropic proposals and funding applications that align with Coeliac UK's strategic priorities and demonstrate clear impact.
- Identify gaps in data, systems and processes; work pragmatically to deliver outcomes while helping to shape improved infrastructure.
- Act as an ambassador for philanthropy across the charity, equipping colleagues and trustees to engage effectively with major supporters.
- Drive a culture of learning, continuous improvement and resilience in a developing fundraising environment.
- Manage, lead and motivate relevant staff to deliver a sustainable pipeline of opportunities and to achieve stretching income targets.

- Work closely with the Head of Fundraising to implement key strategies to diversify and grow income in relevant areas, ensuring a common approach
- Manage the relevant fundraising budget including setting achievable income and expenditure targets.
- Work with the supporter database, and other charity systems, to ensure accurate recording and timely responses.
- Work alongside the Head of Fundraising, together with the Marcoms and Digital teams to deliver marketing and communication plans to support relevant individual work streams.
- Work with the Head of Fundraising, to optimise workflows across the team and provide senior cover during periods of annual leave, etc.
- Work closely with wider charity colleagues and directorates to support the development of key projects that can be used to gain support from major donors, charitable trusts and corporate supporters.
- Analyse and review fundraising activity (within the scope of the role) in the context of Coeliac UK's wider mission – ensuring that income generation compliments membership growth and retention, underpins evidence and policy work, and supports the full range of engagement priorities including commercial activity.
- Ensure all relevant fundraising activities comply with the current regulations including the Fundraising Regulator, ICO and GDPR.
- Manage fundraising performance within the scope of the role and be responsible for recruitment, development, training and annual appraisals.

Knowledge and experience

Essential

- Senior-level record of successful stakeholder management and fundraising experience from major donors, charitable trusts, legacy gifts and corporate partners (in-depth experience with major donors and trusts – and ideally experience of all).
- Clear competency in budget/pipeline management and interpreting financial data.
- High level of experience of working with a Customer Relationship Management (CRM) system.
- Experience of applying data and insight to shape strategy and make decisions, even where information is incomplete.
- Proven ability to thrive in under-developed systems, bringing structure and clarity
- Experience of motivating and leading people.
- Extensive experience of implementing best fundraising practice and knowledge of charity law including ICO and Fundraising Regulator guidance.
- Demonstrable experience of building relationships with key supporters.
- Thorough experience of MS office.
- Proven track record of developing and managing internal and external relationships.

Desirable

- Membership of relevant professional body.

- Project management experience.
- Experience within a membership organisation.

Skills

- Target-driven with a strong focus on results
- Able to balance strategic oversight with hands-on delivery
- Highly organised, with excellent attention to detail and strong bid-writing skills
- Numerate and analytical, confident interpreting complex or incomplete data
- Innovative and creative, with initiative to drive new ideas
- Confident, persuasive communicator with excellent verbal, written and presentation skills
- Strong interpersonal skills and a collaborative, flexible team player

Competencies

1: General profile
Provides leadership for staff within a specialised discipline or process area
Recognised expertise in own area within the organisation. Shares expertise with colleagues and others; offers mentoring and guidance to others
Provides specialist leadership for staff and work teams or task forces, particularly on emerging areas within specialised functional or process areas
Co-ordinates the delivery of client service (internal and/or external clients) to maintain client satisfaction and identify performance gaps, as well as new or emerging needs
Understands relevant organisation issues and the organisation's operational procedures and connects these to work priorities
2: Technical expertise; building & maintaining
Provides specialist leadership for staff and work teams or task forces, particularly on emerging areas within specialised functional or process areas
2: Technical expertise; applying & anticipating
Applies knowledge/skills through handling complex problems and/or coordinating work which may extend beyond own area of expertise; shares expertise with colleagues and other work groups
3: Client/organisation orientation; client response
Anticipates client needs, investigates the underlying causes and identifies short/long term solutions
3: Client/organisation orientation; organisation understanding
Decisions impact own work group/team; may have impact on functional objectives
3: Client/organisation orientation client response; costs
Establishes short and mid-term work plans and optimises resources to ensure that work area objectives (e.g., productivity, quality, costs) are consistently met
4: Creating & delivering solutions; problem solving
Assists in developing budgetary/financial objectives for discipline/team
4: Creating & delivering solutions; planning & organising
Manages own time and that of others; develops plans for work activities in own area over the medium/long term & supports strategic planning activities
5: Working relationship; communicating, negotiating & influencing
Main focus is on influencing functional strategy
5: Working relationship; teamwork, coaching & guiding
Acts as facilitator and mentor; moves the team forward

5: Working relationship; networking
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Creates extensive networks internally and externally
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This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.