**Job Description: Philanthropy Officer**

**Reports to:** Head of Fundraising

**Location:** West London – currently operating a hybrid working policy with two core days (Tuesday and Thursday) in the office

**Contract:** Permanent, Full Time (09:00am – 5:30pm)

**Salary:** £27,500 - £29,500 (depending on experience)

## **About the role**

The Philanthropy Officer will support Ark’s fundraising strategy by managing a portfolio of small to medium-sized trusts and individual donors. This role is ideal for a proactive and ambitious fundraiser looking to deepen their experience in relationship management, proposal development, and donor stewardship.

## **Key responsibilities:**

* Develop compelling cases for support tailored to trusts, foundations, and individual donors
* Prepare and submit funding applications of £5,000+
* Support the delivery of Ark’s annual fundraising target of £3 million
* Collaborate with internal teams and schools to gather insights and data for proposals and reports
* Contribute to long-term strategies for donor engagement and retention
* Support the Head of Fundraising with bespoke stewardship of our long-term supporters
* Build and maintain strong relationships with donors through personalised communication and stewardship
* Produce high-quality impact reports and updates to inspire continued support
* Support donor events and visits, ensuring a positive experience aligned with Ark’s values
* Prospect Research; identify and qualify new funding prospects using research tools and networks
* Maintain a robust pipeline of potential donors aligned with Ark’s priorities  
  Conduct due diligence and assess funding opportunities for strategic fit
* Maintain accurate records using Ark’s CRM (Beacon). Support gift processing, acknowledgements, and donor communications
* Assist with financial tracking and reporting for grants and donations
* Support the planning and delivery of fundraising events   
  Represent Ark at sector events and networking opportunities

# **Person Specification: Philanthropy Officer**

### **Specific Skills:**

* Excellent written and verbal communication skills with the ability to craft persuasive proposals and reports
* Strong interpersonal skills and confidence in engaging with donors and stakeholders
* Highly organized, with attention to detail and ability to manage multiple priorities
* Entrepreneurial mindset with curiosity about donor motivations and philanthropic trends
* Proficient in Microsoft Office and CRM systems (e.g., Raiser’s Edge, Beacon)

### **Knowledge & Experience:**

* Min of two years’ working in a fundraising role
* Experience in trust fundraising and/or grant management
* Familiarity with prospect research and donor stewardship practices
* **Desirable:** Experience in education or youth development sectors

**Other:**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

***Safeguarding Statement:***

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies.* *In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when it occurred. To read more about Ark’s safer recruitment process, please click this* [***link***](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=eZd0bW)*.*

*Please note we will be reviewing applications on an on-going basis and this role may close earlier than advertised depending on the level of response. We strongly encourage you to submit your application at your earliest convenience.*

*For any questions, please contact* [*recruitment@arkonline.org*](mailto:recruitment@arkonline.org)*.*