

# PHILANTHROPY OFFICER



**DIABETES UK**  
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK  
DIABETES UK

DIABETES UK  
HEALTHY LIVING. FIGHT DIABETES.

# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**



# JOB DESCRIPTION

Role title: Philanthropy Officer

Key focus of the role:

Contract type: Permanent

Location: London office or hybrid home-based working, with approximately one day a month on average in London

Hours: 35 a week with 21-35 hours per week considered

Band: 6

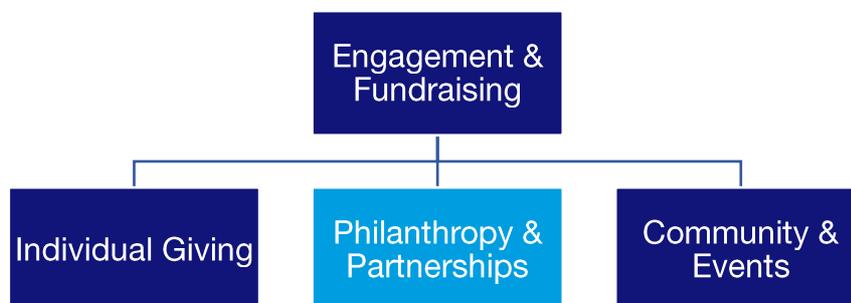
Key relationships (internal and external): Philanthropists, Senior Volunteers, Philanthropy & Partnerships, Marcomms, Research, Finance, Services.

Key focus of the role: To steward existing high-value relationships for Diabetes UK, and to cultivate new ones.

## Directorate and team

This role sits in the [Philanthropy & Partnerships Team](#) in the [Engagement and Fundraising Directorate](#)

[Department](#)



## Person specification

All jobs at Diabetes UK are based on

- The key activities you'll undertake and
- The skills, knowledge, experience and behaviours you need to be successful in this role

### You will be able to:

1. Develop existing relationships with major donors and philanthropists, maximising their giving.
2. With the support of the Senior Philanthropy Manager, develop existing high value relationships giving five figure gifts with individuals through our giving circles, delivering an excellent customer experience at all times
3. With the support of the Senior Philanthropy Manager, assist in the management of strategic ultra-high net worth partnerships, such as the Steve Morgan Foundation
4. Develop and grow a small portfolio of new philanthropic mid-level support through effective prospecting and donor management
5. Support the Senior Philanthropy Manager with the delivery of donor stewardship and cultivation including events and reports, together with our Donor Relations and Event Manager

### You will have experience in:

1. Managing relationships and delivering excellent service to supporters or clients of particular importance to an organisation, ideally within a fundraising context within a charity
2. Personally making significant financial asks to supporters or clients
3. Providing high quality tailored donor stewardship or customer/client experience
4. Delivering against personal and team financial targets
5. Prioritising competing tasks for maximum benefit

### You will have skills in:

1. Relationship management with external stakeholders
2. Developing new business, from identification to relationship management
3. Developing strong relationships with internal stakeholders, fostering collaboration with a range of different teams
4. Supporting senior colleagues and leaders with income-generating relationship building
5. Engaging with a range of audiences, with confidence and gravitas
6. Negotiating with internal and external stakeholders to deliver what is needed
7. Excellent written and verbal communication, including presenting complex information (e.g. medical research) in an accessible and inspiring way

**You will have knowledge:**

1. An understanding of major donor fundraising and ideally, some practical application of how to take a prospect from identification to first gift and subsequent stewardship
2. Good knowledge of using a database to deliver good customer relationship management in addition to relevant MS office packages
3. Creating compelling communications and proposals for donors/clients
4. Working with research and operations teams to enhance the effectiveness of your work

**The best person for this job will be (behaviours):**

- Proactive and people-orientated, able to drive new business and inspire giving
- An excellent relationship builder, creating long-term meaningful relationships and providing high quality, bespoke service
- Convey a genuine passion for Diabetes UK and the work that we do
- Persistent and resilient
- Personable and approachable
- Able to work independently or collaboratively as part of a wider team
- Willing to travel across the UK, and to work some evenings and weekends as required

**Qualifications/professional membership (if applicable):**

N/A

Diabetes UK is committed to fundraise in a way that is legal, open, honest and respectful and expects all staff and volunteers to share this commitment. We are registered with the Fundraising Regulator and you will be expected to adhere to the Code of Fundraising Practice.

# BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



## Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



## Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



## Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



### Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



### Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



### Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



### Annual season ticket loan

Annual season ticket loan\* (on completion of your probation period and if contract is permanent or longer than 12 months).



### Cycle to work scheme

Cycle to work scheme.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

