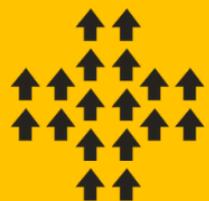
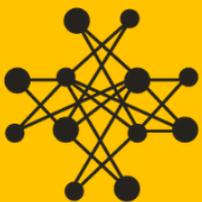


Impact & Grants Manager Philanthropy Services

Job Description



Stewardship

Active generosity

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Role overview

Title:	Impact & Grants Manager
Hours:	35 hours per week
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB You must be able to work from the office at least two days per month.
Reports to:	Senior Grants Manager
Salary:	£38,000 per annum
Closing Date:	Friday 13th June 2025

Why this position is important to us

This is a crucial role in Stewardship's Philanthropy Team, serving a cohort of valuable, high-capacity donors seeking to achieve significant impact through their generosity.

Generosity should be joyful, and yet it can often feel burdensome because of the necessary administration that surrounds financial giving. By attentively and diligently serving our clients, you will be helping to release more joyful generosity in the UK and beyond.

The impact you will have in this role

Through vital impact measurement and research, you will be serving generous Christian givers and the causes they support. Your work will equip and support our givers to make well informed, impactful decisions – transforming hearts and helping hands to steward responsibly and faithfully all that they give and receive.

Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Stewardship

Active generosity

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

Job Details

Reporting to the Senior Grants Manager, Philanthropy Fund

The Impact & Grants Manager will work as part of the Philanthropy Fund team to help guide our high net worth and ultra-high net worth clients in their grant making, revealing to clients the impact their generosity has achieved. Performing thorough and appropriate research on causes that fulfil their giving strategy, you will also empower them to make fulfilling decisions.

As more wealth passes to the next generation, impact measurement is an increasingly critical aspect of philanthropy, and you will be released to lead the development of this area.

Further to this, the Impact & Grants Manager will give high priority to partner relationships, ensuring transparency and good governance. You will work closely with the Senior Grants Manager, Relationship Managers and Account Managers to provide an excellent team service for our Philanthropy Fund clients.

The Philanthropy Fund is a growing service, and this role is designed to add expertise and capacity to develop its excellent provision. You will have the opportunity to learn multiple aspects of the service, and refine the role over time according to emerging client needs.

Main responsibilities:

Your role will focus on engaging with charities, churches and projects. We call these 'partners' because we partner together to help make a difference through supporting their work. We have over 14,000 registered partners and, often, new partners set up Stewardship accounts because of the research that a Grants Manager undertakes.

Impact Measurement

- Leading the development of a Philanthropy Fund impact measurement framework, facilitating reports on the impact of each donor Fund in addition to each donation.
- Reporting on the annual impact on the whole Philanthropy Fund service.
- Supporting partners to produce comprehensive impact reports that provide an excellent year end process for donors.
- Contributing to annual reporting on client giving.

In close collaboration with the Senior Grants Manager, you will also be responsible for:

Research

- Conducting research into donors' current and potential partners to help them make informed and impactful grant decisions.

Stewardship

Active generosity

- Understanding, refining and clarifying donor criteria to discover new partners for them to support.
- Developing and maintaining good relationships with partners, often managing the expectations of senior leaders.
- Supporting the development of a new Research Tool to enhance efficient client research
- You may be required to support clients by guiding them, if necessary, in their decision making process, and on occasion, be asked for your expert and impartial opinion.

Grant Making

- Maintaining accurate records of grant commitments, collaborating with Account Managers to ensure their timely delivery.
- Liaising with Account Managers to provide pre-emptive due diligence where appropriate.
- Helping clients to maintain accurate budgets in line with their grant making objectives.

Post Grant Care (for partners)

- Communicating thanks and updates to donors, and establishing and maintaining healthy, meaningful connection with their partners, even when grants are made anonymously.
- Conducting interim meetings with partners, where required, to monitor progress of grants and reporting requirements.
- Managing the wind-down of any grant agreements, ensuring sustainability for partners and confidence for donors.
- Supporting partners to produce appropriate and compelling impact reports.

Donor Advisory Board

You may be required to serve as the dedicated Grants Manager for one or more Donor Advisory Boards.

Other regular tasks and responsibilities:

- Contributing to the innovation and development of all aspects of the Philanthropy Fund service.
- Maintaining detailed time sheets for reporting, fee income and capacity purposes.
- Ensuring excellent maintenance of donor and partner data, to be shared within the team.
- Working within our framework of compliance to ensure that all our communications and client-facing information are in line with our policies and procedures, are acceptable to our regulators and are in line with our own charitable objects.
- Other duties as directed by the Head of Philanthropy Fund.

Stewardship

Active generosity

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

You should be:

An innovative thinker, excited by developing projects from scratch.

Willing to learn and adapt in your work, with an appetite for trying new things.

A motivated self starter, with a track record for delivering projects.

An effective communicator, with good written and oral communication skills.

A practising Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

Desired skills and experience

Skills and experience	Essential	Desirable
You have experience of impact measurement, ideally in the charity sector.	✓	
You are comfortable interpreting budgets and accounts.	✓	
You understand the essence of excellent customer service.	✓	
You have a desire to solve problems and maximise efficiency for your team and your customers.	✓	
You have excellent time-management skills, being able to prioritise tasks in both short and long term.	✓	
You have strong IT skills, with a good working knowledge of all core Microsoft 365 applications.	✓	
You have an eye for detail and a passion for excellence in your work.	✓	
You have a proven track record for delivering projects.	✓	
You have a general understanding of the UK charity sector including compliance and legal aspects around Gift Aid, GDPR, anti-money laundering and safeguarding.		✓
You have experience working with (U)HNW individuals.		✓
You understand motivations for Christian generosity and challenges that may be commonplace within the UK Church.		✓
You have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
You will meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	

Working for Stewardship

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).

A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days per month.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
-



How to apply for this role



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

Active membership of local church congregation.

An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers. Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600, Extension 307

Email: careers@stewardship.org.uk

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Stewardship is the operating name of Stewardship Services (UKET) Limited, a registered charity no. 234714, registered in England & Wales, and a company limited by guarantee no. 90305, registered in England & Wales.

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