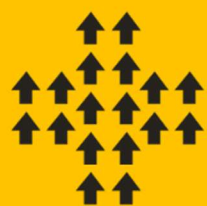


Head of Philanthropy

(Maternity Cover)

Role Description and Recruitment Pack



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Role overview

Title:	Head of Philanthropy
Hours:	35 hours per week
Contract:	Fixed Term, one year
Location:	1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the role requires.
Reports to:	Chief Customer Officer
Salary:	£60,000 per annum
Closing Date:	9am on 1 st September 2025 Interviews 10 th September 2025

Why this position is important to us

Leading our award-winning Philanthropy Fund team for one year, you will play a crucial role in providing exceptional client service and exemplary grantmaking to our valued donors, whilst growing and developing our philanthropy service to remain sector leading.

Generosity should be joyful, and yet it can often feel burdensome at scale. By empowering our expert team, you will be helping to make generosity transformative, meaningful and impactful for faithful philanthropists across the UK.

The impact you will have in this role

Bringing inspiring leadership and grantmaking expertise, you will enable generous families and their beneficiaries to deepen their impact for the Kingdom. You will equip colleagues to excel in their specialisms, from research to impact measurement, relationship management to governance, releasing donors to steward faithfully all that they have received.

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.

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 detail

Reporting to the Chief Customer Officer

Leading our Philanthropy Fund service to provide a personal, holistic, excellent offering to prospective and existing Philanthropy Fund customers. This will include our Donor Advisory Board service.

Main responsibilities:

Leadership, Culture & Strategic Direction

- As a member of the Leadership Team, you will be expected to represent and champion the specific needs of the Philanthropy Fund (PF) service whilst working collaboratively with other team leaders to deliver Stewardship's overall strategy. This includes the delivery of a sub-strategy to drive forward the vision for PF within Stewardship's corporate strategy.
- You will be expected to adhere to the Leadership Team Terms of Reference (LT TOR) and to uphold and demonstrate our shared organisational values and culture.
- Your role will include direct line management responsibilities, supporting and empowering the PF team to deliver excellent output and collaborate effectively. This includes:
 - Empathetically caring for the needs of the whole Philanthropy Fund team, with particular attention to direct reports.
 - Inspiring and motivating team members to achieve their best work.
 - Identifying and facilitating learning and development opportunities.
 - Conducting regular one-to-ones with direct reports.
 - Setting objectives intended to fulfil organisational strategy and providing constructive feedback on team performance.

Service & Delivery

- Responsibility for the development and delivery of our PF service to ensure value and excellence for both existing and prospective customers in the PF space. In line with the LT TOR, this will include looking for ways to continually improve our customer diversity, to ensure we are providing products and services to meet the needs of the whole church.
- Manage and oversee the PF team providing support for those with complex giving needs. This includes customer journey, team operations, oversight of the account management, relationship management, grant management and administration, and all the elements of customer service, as well as tracking and progressing enquiries and opportunities.
- Training and development of your team, ensuring that all roles are kept up to date with changes as necessary and individuals have the opportunity for personal and professional development, as appropriate.
- You will be required to work closely with leaders of other customer facing teams to ensure efficiency, consistency and best practise.

Donor Advisory Board (DAB)

- Responsibility for overseeing, innovating, developing and growing our DAB service, including the development of frameworks to release our clients into greater generosity, service reflections for external stakeholders, and impact reporting.

Client Relationships

- Taking ownership of the healthy development of client relationships within the Philanthropy Fund. This will include client advising and engagement, as well as oversight of all client relationships within the service.

Income & Data

- Responsible for the income and growth of the PF service, including budget planning, resource and capacity planning, and fee income evaluation, as well as keeping track of key targets by collating data to create measurable key performance indicators for the PF service.
- Managing the sales pipeline, providing accountability for colleagues with PF acquisition targets.
- Accurate and consistent tracking of client enquiries and relationships.
- Using information from our KPIs and working with the Data & Insights team, you will work closely with other members of the Leadership Team to shape and progress our customer segmentation, customer journey and customer experience, with a specific focus on the PF service.
- Work with the Head of Marketing and Head of PR & Comms to drive the exposure and increase growth.

Networking & Facilitation

- Reaching into new and existing networks of Christian Philanthropy to build relationships and engage them with Stewardship's mission and our Philanthropy offerings.
- Working one to one or in small group settings, to host or facilitate generosity retreats or other gatherings, creating safe spaces for Christians to consider strategic and biblical approaches to their giving.
- Representing Stewardship and our missional goals at relevant gatherings and events, and being willing and able to speak, write or present about our mission and the transformative power of biblical generosity within the context of our wider content and events programme.

Product Development

- You will represent the needs of the PF service to the Stewardship's Product and Technology teams to contribute to the development of the PF service, using resource from the Data and Insights team, as well as insights from KPI and customer data.

Philanthropy

- You will be expected to demonstrate your appetite for continuous learning in the philanthropy and giving space. This may include attending or signposting events (as appropriate), making connections and looking for opportunities for Stewardship to facilitate greater Kingdom impact.

Compliance

- Work alongside our Compliance Team and other technical experts within Stewardship to ensure that all communications and transactions are in line with our policies and procedures, are acceptable to our regulators and are in line with our own charitable objects. This will include championing the needs of your PF customers to ensure that our compliance processes are consistent, practical and embedded with the team.

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:

- Inspiring and empathetic, able to bring out the best in your colleagues.
- Someone who enjoys a varied workload through the week, often juggling priorities.
- Motivated by ambitious targets, and comfortable working in a high-accountability culture.
- Excited by opportunities for innovation.
- An astute listener, able to receive and apply feedback from various stakeholders.
- A transparent communicator, with sound judgment on how and when to share information.
- Willing to travel regularly within the UK, as required by clients and colleagues.

Desired skills and experience

Skills and experience	Essential	Desirable
You have experience of philanthropic grant-making, ideally in a Donor Advised Fund or Family Office.	✓	
You are well networked in the UK philanthropy sector, aware of its trends and developments.	✓	
You have line management and, preferably, team leadership experience.	✓	
You are financially literate, comfortable setting and managing budgets.	✓	
You have excellent time-management skills, being able to work well under pressure and prioritise tasks under rapidly changing circumstances.	✓	
You have passion for excellent customer service, with previous experience of working in a customer-facing role.	✓	
You are strategically minded, with a track record of successful project delivery.	✓	
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 excellent written communication skills, able to engage a variety of stakeholders.	✓	
You are familiar with traditional and innovative investment models, including social impact investing.		✓
You have a proven sales or acquisition track record.		✓
You are a confident public speaker, adept at engaging and inspiring trust from an audience		✓
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

Stewardship

1 Lamb's Passage, London EC1Y 8AB

020 8502 5600

careers@stewardship.org.uk

stewardship.org.uk

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