

Philanthropy and Events Officer

CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.

Context

We are building a church-based movement against poverty, delivering the right messages at the right times to inspire action and support. Our goal is to strengthen the CAP supporter and church movement as we roll out our 2026 messaging: Poverty stops with us.

As a directorate, we call people to action. We invite members of the movement to:

- Get help
 - Access the help they need when they are facing or vulnerable to financial crisis.
- Give financially
 - Have abundant lives which generously share with others.
- Partner with us
 - Be actively involved in the end to UK poverty as a partner, coach, volunteer or client.
- Advocate for those in poverty
 - Belong to a shared vision that advocates for those most in need: a local and national movement.
- Prayerful discipleship
 - Become followers of Jesus, living a life of discipleship where we pray for those in need.

We are driven to raise the necessary funds and partnerships needed to achieve CAP's vision of transformed lives, thriving churches, and an end to UK poverty. We collaborate with other fundraising and communications teams to provide a fantastic and rewarding supporter experience.

Purpose

The Philanthropy Stewardship and Events Officer, reporting to the Head of Philanthropy (Strategic Engagement), is responsible for four main functions to support CAP's philanthropy team in securing major gifts from trusts, foundations, and high-net-worth individuals:

- the processing of financial gifts,

- the stewardship of financial gifts, including acknowledgement of gifts, communications to donors and mailings,
- ensuring the CRM is accurately updated,
- coordination and planning of events.

Passion

Our supporters are more than donors, they are a crucial part of the work we do. We are passionate about ensuring our supporters feel connected, engaged, inspired and committed to tackling poverty in the UK through CAP. We want to give our supporters the best experience of Christians Against Poverty.

Role

Accountabilities:

Processing of Financial Gifts

- Liaison with the finance team to ensure that gifts are logged appropriately and assigned to the appropriate restricted funds
- Ensure that the relevant Relationship Managers are updated regarding donations from their caseload.

Stewardship of financial gifts

- Acknowledgement of financial gifts in a timely fashion
- Collate and create regular communications to those on the philanthropy caseload
- Contribute to the development of personalised stewardship strategies to cultivate and maintain relationships with key funders.
- Support the philanthropy team in tracking and reporting on funder engagement and outcomes.

Event Coordination & Planning

- Work alongside the rest of the Philanthropy team to develop a calendar of events throughout the year that are appropriate for acquiring, stewarding and retaining donors.

- Identify and liaise with venues in order to ensure that they are appropriate for philanthropy events, ensuring that bookings are made and that both the venue and the team have the necessary information that they need.
- Coordinate the sending of invitations for events in a timely manner
- Track attendance at events
- Coordinate with the rest of the team to ensure adequate correspondence with attendance before and after the event
- Arrange the logistics for appropriate resources to be available for events.
- Liaise with other teams, particularly those involved in event planning, to ensure that all health and safety and risk assessments etc. are met.
- Manage the budget allocated to events.

Data Management and Reporting

- Ensuring that the CRM (Salesforce) is updated with financial gifts from trusts, mid-level and major donors
- Supporting the team in order to ensure that the pipelines are all updated on the CRM
- Support the reporting and forecasting of philanthropy income using the CRM
- Maintain accurate and up-to-date records of funder interactions, and funding applications using the organisation's CRM system.
- Generate regular reports and analysis on fundraising performance and prospect pipeline.
- Contribute to the development and implementation of data management policies and procedures.
- Support the reporting and forecasting of philanthropy income using the CRM

Philanthropy Team Membership

- A member of the Philanthropy Team of our Mission and Movement Directorate.
- Providing peer support with other members of the Philanthropy Team, fostering a high-performing and collaborative environment.
- Ensure the timely submission of funding applications and effective stewardship of grant and donor relationships.

Measurable Outputs:

- Respond to donors in a timely fashion
- Ensure the CRM is updated promptly

- Invite guests to events with plenty of notice in order to be able to attend
- Deliver high quality philanthropy events.
- Accurate and up to date recording on the CRM system.

Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the charity.

Other responsibilities include:

Being willing to pray with staff and fully engaged with our Christ-centred culture.

- Encouraging friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at CAP staff conferences.
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

Person

Education:

Essential:

- HND level or equivalent experience of critical thinking

Desirable:

- A relevant qualification in fundraising/marketing or equivalent in a relevant discipline (communications, sales).
- A relevant qualification in event management or equivalent in a relevant discipline.

Experience:

Essential:

- Experience in fundraising within the charity sector.
- Experience of high quality event management
- Excellent written and verbal communication skills, with the ability to present information clearly and concisely.
- Knowledge of fundraising databases and CRM systems and Salesforce in particular.

Desirable:

- 3 years experience working within a philanthropy fundraising team
- Experience in the christian charity sector.

Skills/ Abilities:

- Strong attention to detail and accuracy.
- Proficiency in using research databases and online resources.
- Ability to work independently and as part of a team.
- Strong organisational and time management skills, with the ability to manage multiple tasks and deadlines.
- Understanding of the UK charitable sector and fundraising landscape.
- Understanding of grant writing.
- Proactive and self-motivated.
- Team player with a collaborative approach.
- A person of integrity and discretion.

Christian Commitment:

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values.
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

All adults working in or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes:

- A responsibility to ensure a safe environment in which CAP services can be delivered.
- Identifying children and adults where there may be safeguarding concerns.
- Following the CAP *Safeguarding policy* in addressing any concerns appropriately.