



# Philanthropy Manager - Information Pack

Dear Applicant,

Thank you for requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the organisation and our values
- Information about the team and the role
- The job description – key responsibilities and person specification
- Our commitment to equality, diversity and inclusion
- Details on the application and recruitment process
- Terms and conditions and benefits of working for Impetus

**The closing date for receipt of completed applications is 23:59 on Sunday 1 February.**

If you would like to find out more about this role or have any questions regarding the recruitment process please contact [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk).



## About Impetus

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Impetus transforms the education and employment outcomes of young people from disadvantaged backgrounds.

We do this by using our deep expertise and high calibre networks to give the best non-profits in these sectors the essential ingredients to have a real and lasting impact.

Through a powerful combination of long-term funding, direct capacity building support from our experienced team and our pro bono partners, alongside research and policy influencing to drive lasting systems change, we work towards a society where all young people can thrive in school, pass their exams and unlock the doors to sustained employment, for a fulfilling life.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

Impetus is a registered charity, and our charity number is 1152262.



## Our Values

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In 2022 the Impetus staff agreed the following set of Values to act as our guiding principles as an organisation and help us to remain focused on achieving our mission to support young people from disadvantaged backgrounds.

### **We are brave and curious**

We are bold and brave in our pursuit of better outcomes for young people. We lead with curiosity and stay open to new perspectives. We support one another to take considered risks and learn together.

### **We bring high trust, high challenge**

We build strong, long-term relationships through honesty, kindness, integrity, and respect. We create the space for open, constructive challenge, where colleagues, partners and supporters feel safe to speak up, hold each other to account, and bring their best in pursuit of our mission.

### **We are evidence led and results driven for young people**

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

### **We thrive through diversity**

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

### **We always seek collaboration**

We will not succeed alone. We seek meaningful, productive partnerships with others to achieve our mission and drive systems change for young people.



## About the team

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The Philanthropy and Partnerships team at Impetus is high performing, experienced and ambitious, united by a shared commitment to achieving lasting change for young people from disadvantaged backgrounds. We combine deep fundraising expertise, strong sector insight and a clear focus on impact, working collaboratively to build partnerships that enable Impetus and our charity partners to succeed.

We are brave and curious in our pursuit of better outcomes, open to new perspectives and supportive of taking considered risks that help us learn and improve. We set high standards for ourselves and are evidence-led and results-driven for young people, with rigour and excellent execution underpinning our work across the full fundraising cycle.

We bring high trust and high challenge, building strong relationships through honesty, kindness, integrity and respect, while creating a safe environment for constructive challenge and accountability. We thrive through diversity, valuing difference in background, experience and thought, and we always seek collaboration, knowing that we will not achieve our mission alone.

Team members are trusted with responsibility and encouraged to take ownership of their work. You will be supported by skilled, engaged colleagues and challenged to grow in a team that values learning, reflection and continuous improvement.



## Why work with us?

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Working at Impetus means joining an organisation that is serious about impact and serious about people. Our values actively guide how we make decisions, how we work together and how we deliver change.

In the Philanthropy and Partnerships team, you will:

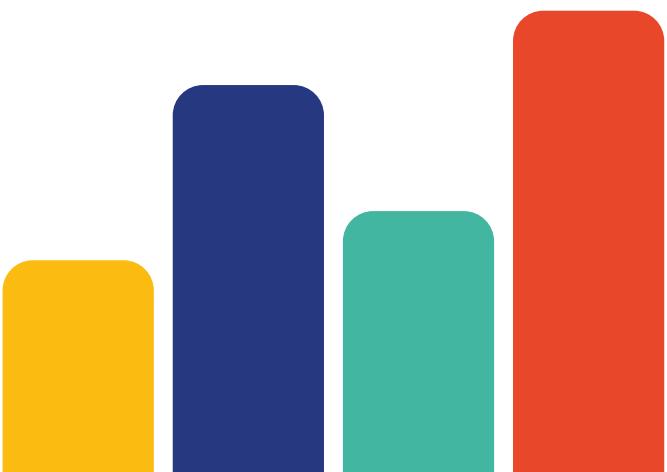
- Be part of a high-performing and respected fundraising team
- Build meaningful, long-term relationships with thoughtful, impact-driven donors
- Develop your skills across the full fundraising cycle, supported by strong leadership
- Work on some of the charity sector's most exciting and long-term partnerships
- See a clear connection between your work and improved outcomes for young people

If you are motivated by purpose, enjoy working to a high standard, and want to be part of a team that is ambitious about both impact and excellence, we would be delighted to hear from you.



*Harbi Jama*

**Harbi Jama**  
Director of Philanthropy & Partnerships



## About this role

The Philanthropy Manager will own an assigned portfolio of prospects and donors at five to six figure level and act as the day-to-day relationship manager within that portfolio.

The role plans and delivers cultivation, solicitation and stewardship activity to agreed KPIs, makes timely operational decisions within scope, and escalates risks/opportunities early.

The post holder contributes evidence and insight into team planning, supports senior colleagues on major/strategic accounts, and collaborates across teams to ensure high quality, inclusive delivery.



## Job description

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Title:	Philanthropy Manager
Team:	Philanthropy and Partnerships
Reports to:	Senior Philanthropy Manager / Development Director
Salary:	£43,500 per annum plus benefits
Contract:	Permanent
Working hours:	Full time (37.5 hours per week) (we are happy to consider requests for part time hours or flexible working)
Location:	Hybrid working - at least two days per week in the Impetus office (currently based in Charing Cross, Central London). We may ask you to come to the office three days per week during the first three months to help set you up well for success – ensuring you get the support you need to thrive. In addition to this, all staff are expected to attend regular Impetus in person events. These include staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working
Starting date:	As soon as possible



## Key responsibilities

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- Own and manage an assigned portfolio of prospects and donors at the five to six figure level, delivering agreed income and engagement targets.
- Build and maintain professional, long-term relationships within the portfolio, escalating strategic issues or risks promptly.
- Act as the day-to-day relationship manager for donors in your portfolio, adapting style to audience and context and ensuring clear, timely communications; seek support for major strategic relationships.
- Maintain structured cultivation plans with milestones, update stakeholders proactively, and adjust plans based on learning.
- Develop clear, evidence-led proposals and reports using agreed templates, definitions and KPIs; quality check data before submission.
- Support senior colleagues on major prospects with briefings, meeting notes, and follow ups.
- Supporting Senior Philanthropy Managers, Development Directors and the Director of Philanthropy and Partnerships on key accounts (typically £500k-£1m+), preparing high quality materials and inputs and maintaining accurate records of progress through the fundraising cycle in Salesforce.
- Contribute insights to identify and prioritise new grant opportunities and themes; share relevant sector updates with the team.
- Co-develop stewardship plans tailored to donor priorities in collaboration with Engagement, Pro Bono and Events teams.
- Maintain accurate, complete records in Salesforce; apply definitions consistently and quality check data before reporting.
- Maintain Salesforce and contribute inputs for SMT/committee reporting via the Senior Philanthropy Manager; propose lightweight improvements to existing processes.
- Keep professional knowledge current; share useful updates/resources and ensure compliance with relevant standards and legislation.
- Support delivery of major fundraising, cultivation and stewardship events, and ad-hoc Philanthropy Team activities.
- Demonstrate professionalism and best practice in all duties, complying with organisational policies and procedures, and proactively supporting the wider team.
- Model inclusive, professional behaviours; design inclusive meetings/interactions, act as an ally and challenge bias constructively while supporting the wider team.
- Share know-how and peer-coach Officers/Assistants, offering constructive feedback and supporting onboarding for new colleagues.
- Attend Impetus events to provide support to Philanthropy team.

## Person specification

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### Essential

- Demonstrable experience generating gifts at five to six figures from UK trusts, corporate partnerships and/or foundations.
- Ability to work through the fundraising cycle with donors to initiate, renew and grow gifts.
- Experience developing partnerships and managing an allocated portfolio of donor relationships.
- Excellent research and prospecting skills.
- Strong experience using Microsoft Office, especially PowerPoint, and substantive experience using Salesforce or a comparable CRM.
- Strong planning and organisation skills – build structured plans with milestones/dependencies and track portfolio income/expenditure, highlighting variances early.
- Excellent written and verbal communication skills, with strong bid-writing and storytelling ability.
- Ability to grasp and convey complex ideas, including Impetus' model and the private equity industry.
- Able to engage confidently and professionally with senior stakeholders, adapting style and seeking support where appropriate.
- Ability to work well under pressure, meet tight deadlines, manage multiple projects and maintain excellent attention to detail.
- A commitment to Impetus' mission.
- Demonstrated inclusive practice in meetings/interactions, challenges bias constructively and acts as an ally to colleagues and young people.

### Desirable

- Knowledge of the youth, education or employment sectors.
- Experience fundraising for grant makers, infrastructure organisations or intermediaries.
- Digital fundraising skills.
- Ability to think innovatively.



## Our commitment to equality, diversity and inclusion

**We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.**

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time, job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

*Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation. We value diversity and welcome applications from people of all backgrounds.*



## How to apply

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Please click [here](#) to apply.

You will need to:

- **Complete the online form (including the equal opportunities monitoring form)**
- **Upload a comprehensive CV and supporting statement.**

The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

**The deadline for applications is 23:59 on Sunday 1 February 2026 .**

## Interview

First round interviews will take place on **Tuesday 10 / Wednesday 11 February** .

Second round interviews will take place on **Tuesday 17 February**.

You will also be required to provide proof of your eligibility to work in the UK.

## Personal Data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

## Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of way. The tables below detail some of the support provided:

Financial and Wellbeing Support		
Benefit	Details	Eligibility
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector.	All staff eligible.
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution.	All staff eligible.
Life Assurance	Four times salary.	All staff eligible.
Occupational Sick pay (OSP)	Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment.	All staff eligible subject to statutory requirements.
Health cash plan	Allows staff to claim money back for health treatments and access to services. Also includes employee assistance, discounted rates to health partners and gym memberships.	All staff eligible.
Employee assistance programme	Health Assured provides a comprehensive employee support service which includes a 24/7 confidential helpline, counselling and bereavement support, financial, legal and medical information, Wisdom Mobile App and online resources.	All staff eligible.
Eye test vouchers	Reimburse for the cost of eye examination up to the value of £25 per annum.	All staff eligible.
Season ticket loan	Interest free - repayable over 10 months.	On completion of six-month probation period.

## Financial and Wellbeing Support

Benefit	Details	Eligibility
Cycle to work scheme	Staff save up to 42% on a new bike, e-bike and cycling accessories through this salary sacrifice benefit and can spread the cost of their bike and accessories interest-free over 12 months.	All staff eligible.
Home and Tech Scheme	Staff save up to 8% on home and tech products at Currys and IKEA, through this salary sacrifice benefit and can spread the cost interest-free over 12 months.	All staff eligible.
BHN Extras	Staff discount site offering special perks for employees.	All staff eligible.
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance.	All staff eligible.

## Work life balance

Benefit	Details	Eligibility
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible.
Hybrid working/ work from home	Opportunity to work remotely and in the Impetus office. All staff are expected to attend at least two days per week in the office as well as regular Impetus in-person events such as staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working. More regular home working may be agreed through a flexible working request.	All staff eligible.

## Work life balance

Benefit	Details	Eligibility
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff.	All staff eligible.
	Flexible bank holidays. Staff can choose to work on five of the UK bank holidays and use their annual leave on alternative days (except for those bank holidays that fall during Christmas Closure).	All staff eligible.
	Birthday leave – staff can take a day of leave on their birthday (or the closest available working day if it falls on a bank holiday or weekend)	All staff eligible.
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	Staff with three years service.
	After three years service staff will receive an additional two days annual leave (pro rata). Total entitlement 30 days per year.	Staff with three years service.
Unpaid leave	Option to request additional unpaid leave. Employees can request up to five days unpaid leave per year (pro rata).	All staff eligible (after one months service).
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR.	All staff eligible.

## Family Friendly

Benefit	Details	Eligibility
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks.	All staff eligible subject to statutory requirements.

## Family Friendly

Benefit	Details	Eligibility
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate.	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected).
	Occupational Maternity Pay (OMP) - 13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected).
Paternity leave	Statutory Paternity Leave (SPL) - two weeks.	All staff eligible subject to statutory requirements.
Paternity pay	Occupational Paternity Pay (OPP) - four weeks at full pay.	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected).
	Allows staff to claim money back for health treatments and access to services. Also includes employee assistance, discounted rates to health partners and gym memberships.	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected).
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks.	All staff eligible subject to statutory requirements.
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate.	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child.
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP).	Continuously employed for at least 52 weeks up to any day in the

## Family Friendly

Benefit	Details	Eligibility
		"qualifying week" (15th week before the child is expected).
Shared parental leave	Statutory - maximum 50 weeks.	All staff eligible subject to statutory requirements.
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate.	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected).
	Occupational Shared Parental Pay (OShPP) - 9 weeks at full pay.	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child.
Parental leave	Statutory - 18 weeks of unpaid leave.	All staff eligible subject to statutory requirements.
Compassionate leave and pay	Discretion of line manager (up to five days paid).	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family).
Parental Bereavement leave and pay	Two weeks paid leave.	All staff eligible subject to statutory requirements.
Dependency leave and pay	Discretion of line manager (up to five days paid).	All staff eligible subject to criteria.
Carers leave and pay	One week paid leave	All staff eligible subject to statutory requirements

## Professional Development

Benefit	Details	Eligibility
Learning and development	<p>A range of organisational and individual training and development opportunities.</p> <p>Budget - £750 is allocated to each individual annually, plus a central budget agreed annually.</p>	All staff eligible.
Professional subscription	May be able to help - discuss with line manager and HR.	Relevant to role.
Professional qualification	May be able to help - discuss with line manager and HR.	All staff eligible.
Sabbatical leave	Opportunity to request up to three months unpaid sabbatical leave.	After 10 years' service.