



Suffolk
Wildlife Trust

Philanthropy Officer

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.



Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's wildlife

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our ambition to '**Bring nature back**' by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves and advocating for wildlife.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.



Our Ambition

To protect and restore 30% of Suffolk's land and sea for nature's recovery

The Philanthropy Officer Role

3

The Philanthropy Officer will play a central role in driving Suffolk Wildlife Trust's ambitious vision for 30% of the county to be connected and well cared for by 2030. This role is dedicated to inspiring and nurturing long-term relationships with supporters whilst creating innovative fundraising initiatives to support the Trust's mission of bringing nature back to Suffolk.

A key aspect of the role will involve providing an exceptional supporter experience. The Philanthropy Officer will act as a vital member of the Philanthropy team, supporting the development of engaging fundraising opportunities and delivering outstanding stewardship to build meaningful and lasting relationships with donors.

The successful applicant will work closely with the Philanthropy Manager to implement creative supporter journeys and retention strategies that strengthen loyalty and enhance the value of donor contributions. Ensuring robust record-keeping and supporting audience segmentation, communication strategies, and event attendance will also be integral to the role.

A close-up photograph of a small, brown, speckled bird perched on a thin, light-colored branch. The bird's beak is wide open, as if it is singing or calling. The background is a soft, out-of-focus green, suggesting a natural, outdoor setting. The bird's feet are visible, gripping the branch.

Could this be your next career move?

This is an exciting career opportunity and the chance to make a real impact for nature

The post holder will be instrumental in growing the Trust's Major Donor and Legacy programmes, researching and identifying new prospects and contribute to the development and delivery of inspiring cultivation and stewardship plans. By supporting the planning and execution of a varied calendar of events, the Philanthropy Officer will help deepen relationships with supporters and ensure they feel valued and connected to the Trust's mission.

Additionally, the role will involve working with the Philanthropy Manager to plan and deliver exciting multi-channel fundraising appeals that resonate with both new and existing audiences. The Philanthropy Officer will support the evaluation of appeal effectiveness and contributing to the development and rollout of new fundraising products, such as in-memory giving and prize-led initiatives, informed by data and audience insights. Collaboration across departments will be essential to embed these programmes effectively.

Through these responsibilities, the Philanthropy Officer will help unlock the Trust's fundraising potential and create a thriving base of supporters. Their work will enable transformative change for Suffolk's wildlife and habitats whilst inspiring communities to engage in a countywide movement for nature. This role is vital to ensuring a resilient and flourishing natural environment for future generations.



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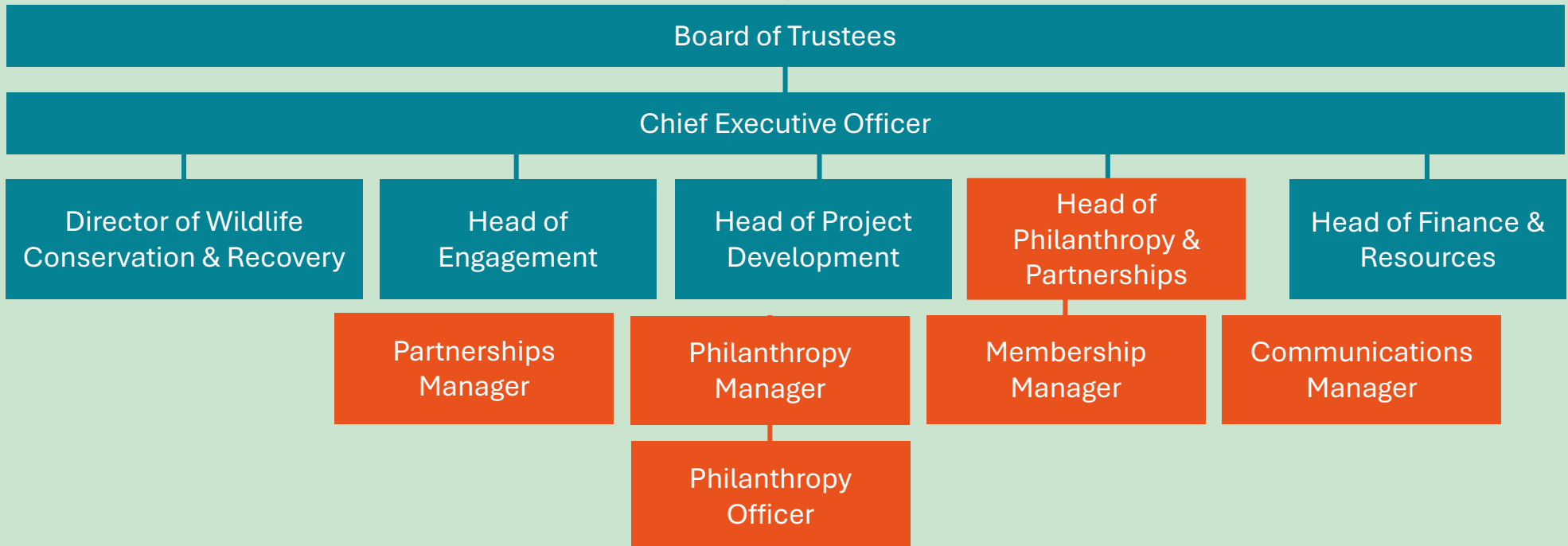


About Suffolk Wildlife Trust

6

Suffolk Wildlife Trust is an organisation that makes a difference

We are a registered charity with a Board of Trustees, 100 members of staff, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts through the UK that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves. Suffolk Wildlife Trust have five departments, each with a senior leader or ‘Head of’ responsible for a key area of activity and a team of Managers who bring operational leadership to their area of activity.





Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1. Exceptional supporter experience

- Provide a central force within the Philanthropy team, to support the creation of engaging fundraising opportunities and develop exceptional stewardship to ensure the donor’s experience is nurtured to ensure long term supporter relationships.
- As led by the Philanthropy Manager, support the delivery of creative supporter journey and retention programmes, that build long-term loyalty and value across philanthropy.
- Working with the Philanthropy Manager and Membership Manager ensure robust and accurate records are kept to support key audience segmentation and reporting, bespoke communication strategies and event attendance.

2. Grow the Major Donor and Legacy programmes

- Research and identify new major donor and legacy prospects from both internal and external sources.
- Work with the Philanthropy Manager to develop and deliver engaging and inspiring cultivation and stewardship plans.
- Work with the Philanthropy Manager to help plan and deliver a varied calendar of supporter events to deepen relationships and ensure supporters feel valued.

3. Individual Giving appeals and products

- Work with the Philanthropy Manager to plan and deliver exciting, multi-channel fundraising appeals that inspire and engage new and existing audiences.
- Help analyse appeal effectiveness, capturing lessons learned and support recommendations for the future.
- Support the Philanthropy Manager to develop and roll out new fundraising propositions and products based upon data and insights, including in-memory and prize-led fundraising initiatives.
- Ensure effective communication across all departments as programmes are developed and embedded.

Our Culture

Our organisational culture matters to us and enables us to achieve more for wildlife.

Your role description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature.

We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

Supporting Colleagues

This is a cross-team role, providing support to colleagues and our wonderful volunteers through the systems and processes you manage, and your can-do attitude and approach.



Our Culture Fosters Leadership

We empower our teams with a 'freedom within the framework' approach



Barn Owl

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|---|---|
| A personal commitment to Suffolk Wildlife Trust's mission to bring nature back | ✓ |
| Track record of supporting successful fundraising, sales or marketing activities and plans. | ✓ |
| Target driven with proven success of increasing income and engagement from supporters or customers. | ✓ |
| A confident communicator, with a flair for creating inspiring and compelling stories of impact. | ✓ |
| Good financial acumen skills for budgeting, event planning and ROI analysis. | ✓ |
| Track record of forging productive, collaborative relationships with a wide range of supporters and partners. | ✓ |
| Track record of excellent event planning and delivery. | ✓ |
| Excellent organisational skills and able to prioritise effectively. | ✓ |
| Excellent IT skills and using the Microsoft 365 environment including Teams and SharePoint. | ✓ |
| A supportive and approachable colleague with a high degree of personal integrity. | ✓ |
| Strong personal resilience and the ability to discuss sensitive topics (e.g. related to death). | ✓ |

Terms and Conditions

This is a permanent, full-time position working 37.5 hours per week (Monday to Friday) based at our Head Office in Ashbocking. The starting salary will be between £26,000 and £28,00 per annum, depending on skills, knowledge and experience. The post holder will be required to undertake a Basic Level DBS check.

Suffolk Wildlife Trust values flexibility and welcomes applications from individuals seeking part-time hours. We also support flexible working arrangements, including opportunities for homeworking, with the expectation that team members will spend more time working together in person than apart. Further details regarding working patterns and flexibility will be discussed during the interview process.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days plus employees receive an extra day off for their birthday. We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP and discounts on everyday shopping.

As part of our team, you'll join a passionate organisation dedicated to enhancing the natural world, with opportunities to work across some of the most beautiful locations in the county.



How to apply

13

To apply for this opportunity, please submit an application via our website by 9:00am on Monday 03 March 2025. The application process will include uploading a CV and cover letter.

The interviews are planned for Wednesday 05 March 2025 at Brooke House in Ashbocking. Please indicate on the application your availability for interview.

If you would like an informal discussion about the role, you can email me on: alex.downing@suffolkwildlifetrust.org

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Alex Downing
Philanthropy Manager



Red Deer Stag



Suffolk
Wildlife Trust



**Together, we can create a
wilder Suffolk for everyone**

Registered charity no. 262777