# Job Description

# Job Title: Philanthropy & Special Events Officer

**Reporting to:** Senior Philanthropy & Special Events Manager

**Direct Reports:** None

**Salary:** £34,365

**Location** Two-three days per week in the office at 175 St John Street, London, EC1V 4LW

**Hours & Basis:** Full time, flexible working considered

## About this role:

At a time when the need for children’s mental health services is increasing, this is an exciting time to join our dynamic organisation and make a real and tangible difference to children’s futures. Place2Be must raise £10M in voluntary income in 25/26 and our Philanthropy & Special Events programme is key to enabling Place2Be to achieve its mission.

As Philanthropy & Special Events Officer at Place2Be (within a Fundraising Team of 27), you will play a significant part in the Individual Giving, Philanthropy & Special Events team, in a busy and varied role. This dynamic team consists of a Head of Philanthropy, Special Events and Individual Giving (Deputy Director of Fundraising), two Senior Philanthropy & Special Events Managers, a Philanthropy Manager, a Special Events Manager, a Prospect Researcher, an Individual Giving Manager, a Supporter Care Officer and an Income Processing Officer. We have achieved significant growth in the past few years and have some exciting projects on the horizon, with a Philanthropy & Special Events target of £2.6M in 25/26.

The Philanthropy & Special Events Officer supports the team to deliver excellent relationship management to an established but growing portfolio of mid and high value donors. The role is split between supporting the stewardship of these prospects and donors, and the administration and delivery of a calendar of events. This includes a biennial gala dinner (taking place in 2026), bespoke donor events with schools and an annual Carol Concert in December - meaning the successful candidate will need to hit the ground running to support the 2025 event.

At a time when interest in children’s mental health has never been stronger, this is an exciting time to join our dynamic organisation and to make a real and tangible difference to children’s futures.

## Key Responsibilities:

To support Place2Be’s philanthropy and special events fundraising programme by cultivating and maintaining meaningful relationships with mid value and major donors, helping deliver a calendar of special events and meeting agreed annual KPIs.

**Relationship Management & Special Events**

* With the support of the Senior Philanthropy and Special Events Manager, help deliver creative stewardship and engagement opportunities across the Philanthropy portfolio.
* With the support of the Senior Philanthropy and Special Events Manager, manage a portfolio of mid-level and major donors with integrity and perseverance, delivering first class stewardship to increase engagement, value and longevity of donors’ support.
* Provide excellent administration and organisational skills to support the delivery of successful special events throughout the year (including Place2Be’s Arts & Minds Gala dinner, Carol Concert, private dinners, school visits and drinks receptions).
* Lead on production of the team’s 6-monthly major donor update report, writing copy, gathering case studies, and designing the report using Canva or InDesign.
* Where required, undertake research into key donors, applying the learning in a strategic and realistic way and keeping records updated as appropriate.

**Support and Best Practice**

* Lead on finance processes and the timely acknowledgement of donations across the Philanthropy & Special Events team and ensure they are accurately recorded on the database.
* Maintain good records and filing systems, inputting and updating key information into the Charity CRM database and SharePoint.
* Support the Head of Philanthropy & Special Events with monthly reporting against the team’s annual plan.
* Build good, compassionate, relationships with fellow Place2Be staff and volunteers to understand and accurately reflect Place2Be’s work to inform and motivate supporters.
* Work closely with the wider Fundraising team to spot and develop opportunities and support fundraising activity across the team.
* Follow best practice in all aspects of fundraising and keep abreast of Place2Be’s policies and the latest developments in philanthropy and special events fundraising.

## What you will need:

We are looking for an enthusiastic team player with excellent communication, organisation and writing skills. To be successful as a Philanthropy & Special Events Officer, you will have a passion and interest in people, great attention to detail, and an eagerness to learn about philanthropy fundraising. We are looking for someone who has experience:

* Operating in a fast-moving high-value or fundraising environment where excellent customer service skills are required, or relevant experience/ transferable skills\*
* Applying first class administrative skills with the ability to plan, prioritise and meet deadlines\*
* Co-ordinating fundraising or engagement events\*
* Contributing to financial targets and meeting deadlines\*

**You should also bring:**

* The ability to engage effectively using excellent written and verbal skills, building strong relationships with a range of audiences (including internal and external stakeholders)
* Strong IT skills including Outlook, Word, PowerPoint and Excel and experience of working with in-house database systems
* Basic knowledge of design software e.g. Canva, InDesign or equivalent
* An understanding and awareness of Place2Be’s equal opportunities policy and a personal commitment to equality of opportunity
* A strong team player, a strong commitment to our values and the ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>.
* Ability to work non-standard hours and to travel throughout the UK
* Knowledge of charity/fundraising legislation