

## Philanthropy Manager – London

### Description

**Location:** London, UK

**Contract Type:** Full-Time, Permanent

**Reports to:** Chief of Staff / Family Principal

**Salary:** Competitive, with benefits

### About Us:

We are a private family office based in London, supporting a range of commercial, personal, and philanthropic activities on behalf of our principals. Our philanthropic work spans a variety of sectors including education, health, climate, and social impact, with a strong focus on measurable outcomes and sustainable change. We are seeking a passionate, highly organised, and strategic Philanthropy Manager to help design, execute, and manage the family's charitable giving and impact initiatives.

### Role Overview:

The Philanthropy Manager will be responsible for shaping and executing the family's philanthropic strategy. This role involves managing relationships with charities and partner organisations, evaluating funding opportunities, overseeing grant-making, and ensuring that all initiatives align with the family's values and long-term vision.

### Responsibilities

#### Key Responsibilities:

- **Strategic Development:** Collaborate with principals to define philanthropic goals and develop a clear, actionable strategy.
- **Research & Due Diligence:** Identify and assess charitable organisations, projects, and funding opportunities across multiple sectors.
- **Grant Management:** Oversee the end-to-end grant-making process, from application through to monitoring, reporting, and evaluation.
- **Relationship Management:** Build and maintain strong relationships with grantees, sector experts, and partner organisations.
- **Impact Measurement:** Develop KPIs and evaluation frameworks to measure the success and impact of philanthropic initiatives.
- **Event Coordination:** Organise site visits, roundtables, and events related to the family's philanthropic activities.
- **Communications:** Prepare reports, briefings, and presentations for internal

### Hiring organization

Exec Capital

### Employment Type

Full-time

### Beginning of employment

1st June 2025

### Duration of employment

Perm

### Industry

Family Office

### Job Location

London, South East, United Kingdom

### Working Hours

9-5

### Base Salary

£ 90,000 - £ 105,000

### Date posted

April 27, 2025

### Valid through

31.05.2025

and external audiences.

- **Governance & Compliance:** Ensure all activities comply with relevant regulations, best practices, and the family's internal policies.
- **Special Projects:** Support one-off or emerging initiatives, including rapid-response grants and collaborations.

## Qualifications

### Key Requirements:

- Bachelor's degree in a relevant field (e.g., International Relations, Social Policy, Non-Profit Management, Business, or similar).
- Minimum 5 years of relevant experience in philanthropy, grant-making, non-profit management, CSR, or impact investing.
- Proven track record of strategic planning and project execution in a philanthropic or mission-driven environment.
- Exceptional organisational skills and attention to detail.
- Ability to analyse complex social issues and recommend effective solutions.
- Excellent written and verbal communication skills.
- High levels of discretion, integrity, and confidentiality.
- Comfortable working in a small, dynamic, and fast-paced team environment.
- Knowledge of UK charitable governance and international philanthropy landscape desirable.
- A genuine passion for social impact and creating meaningful change.

## Job Benefits

Excellent package and working conditions.

## Contacts

Exec Capital are a leading Family Office Recruitment Boutique