



Liberty

Head of Philanthropy

£56,112

Full or part time (28 or 35 hours)

Hybrid working – 2 days pw in the office (London SW1P)

Liberty is an independent membership organisation. It challenges injustice, defends freedom, and campaigns to make sure everyone in the UK is treated fairly.

Liberty is a small organisation, which punches above its weight. The Head of Philanthropy will combine strong leadership with hands on day-to-day delivery, and support a high-performance, returns-centred culture grounded in collaboration, ownership and innovation.

This is a critical role in a vital organisation. Success will see the growth of the organisation through the development of a diverse range of income generation streams, and Liberty being better able to achieve its mission of challenging injustice, defending freedom and campaigning to make sure everyone in the UK is treated fairly.

In this re-imagined role, you will be responsible for securing income from trusts, foundations, major donors and legacies, in addition to revising and developing the fundraising strategy.

The successful candidate is likely to bring a demonstrable track record in securing income from a range of sources, including trusts and foundations. You will enjoy leading and managing teams and working strategically as well as 'hands on' as your remit will include establishing relationships with new, existing, and previous funders.

Closing date: **Midnight Sunday 27th July 2025**

First interviews: **31st July 2025**
(flexibility is available should candidates be unable to make this date)

Final interviews: **Week commencing 4th August 2025**

Apply online www.nfpconsulting.co.uk

Application is by way of CV with a Supporting Statement.

Please write a personal statement of **not more than 3 pages** of A4 (in minimum of Calibri pt 12 font) which covers:

- Why you are interested in this job
- Your experience, knowledge, skills, abilities and attitude in relation to the person specification

Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give **specific examples** to demonstrate how you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.

If you do not follow these instructions your application will not be short-listed.

Job description

Liberty is an independent campaigning organisation. At Liberty, we challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly.

We are campaigners, lawyers and policy experts who work together to protect rights and hold the powerful to account. We empower others to defend their own rights and the rights of their family, friends and communities.

POSITION DESCRIPTION	
Position title:	Head of Philanthropy
Position reports to:	Finance and Operations Director
Employment status:	Permanent, Full Time
Salary:	£56,112
Hours:	28-35 hours a week with support for flexible working
Location:	Hybrid - 2 days a week in the office, Westminster, London
Closing date for applications:	Midnight Sunday 27th July 2025
Interview dates:	First interviews: 31 st July 2025 (flexibility is available should candidates be unable to make this date) Second round w/c 4 August in person in at our offices.

About the role and the team

The Head of Philanthropy is responsible for maximising and growing Liberty's income from trusts and foundations, major donors and legacies, by developing and implementing the philanthropy strategy. The post holder also takes a role in all fundraising compliance, working with the Head of Comms and Engagement and members of the individual giving team. The role sits on the Management Team and works closely with the Director, the Senior Leadership Team, the Executive Committee and the Trustees of our sister charity, the Civil Liberties Trust.

Liberty is a small organisation, which punches above its weight. As well as this post, the Philanthropy team comprises three further roles: the Major Donor Manager, the Philanthropy Officer and the Grants Officer. The Head of Philanthropy will combine strong leadership with hands-on day-to-day delivery, and support a high-performance, returns-centred culture grounded in collaboration, ownership and innovation.

KEY RESPONSIBILITIES

Strategy

- Develop, implement, monitor and adapt the philanthropy strategy in line with Liberty's organisational strategy, to secure the sustainability, and ultimately the growth, of the organisation through the development of a diverse range of income generation streams
- Work with the Senior Leadership Team and other colleagues to develop the overall income generation strategy
- Balance Liberty's fundraising approach to ensure both restricted and unrestricted income is secured, to meet Liberty's core costs alongside specific project costs
- Maintain an up-to-date knowledge of the philanthropy landscape, trends and best practice, and advise trustees, the Senior Leadership Team and other internal stakeholders on improved approaches and upcoming changes
- Embed Liberty's anti-oppression strategy across the work of the philanthropy team

Fundraising

- Lead and support the team in the end-to-end process of trust and foundation fundraising through:
 - The planning, research, identification and development and delivery of a diverse pipeline of applications to meet the ongoing and new requirements of the organisation
 - Representing the organisation effectively to funders
 - Ensuring the timely adherence to funder reporting requirements and terms and conditions
 - Ongoing horizon-scanning for new funding opportunities
- Ensure that plans in relation to securing income from major donors and legacies are in place and are followed
- Ensure that effective processes and systems are in place for systematic prospect identification, stewardship and management of supporters, and that these processes are embedded within the team, trustees and other stakeholders
- Lead the philanthropy team in researching, identifying and developing new sources of funding. Work with colleagues to ensure research information management systems and tools are in place to deliver creative and compelling fundraising approaches
- Work with colleagues to ensure Liberty's case for support is clear, inspirational, and fits with the organisation's aims and values
- Support appropriate senior colleagues (staff and/or board members) to ensure they are able to confidently represent the organisation in funder meetings and to leverage their networks and relationships
- Build and sustain relationships with existing, lapsed and new donors and funders, ensuring that stewardship maximises each partnership to its full potential and a cultivation strategy moves donors along the journey
- Represent Liberty to a diverse range of people and audiences across Trusts and Foundations and Major Donors, with a goal of establishing and deepening impactful relationships and growing income
- Contribute to the creation and delivery of a range of events for existing and potential supporters, working closely with the Senior Leadership Team and other stakeholders
- Ensure that the philanthropy team uses data in a way which best maximises income generation, and maintains accurate and up-to-date records of relationships on the Liberty database and other agreed systems.

Management

- Effectively line-manage the Major Donor Manager, the Philanthropy Officer and the Grants Officer
- Lead and motivate the philanthropy team, support a high-performance, returns-centred culture grounded in collaboration, ownership and innovation

KEY RESPONSIBILITIES

- Be responsible for planning and delivering annual work plans in line with the strategy, and managing the philanthropy budget.

Monitoring and compliance

- Working closely with the Director of Finance and Operations, and where appropriate the Director, Treasurer and Board, maintain and share up to date reporting around the funding pipeline, forecast against budget, and other reporting and analysis as required
- Work across the philanthropy team and with Liberty's finance team to ensure high quality, accurate and timely communications and reporting with funders and supporters
- Maintain an up-to-date knowledge of fundraising regulation and practice, ensuring fundraising activity is fully compliant with sector regulations, the Charity Commission, the Fundraising Regulator and relevant legislation, including in relation to data protection
- Working closely with the Head of Comms and Engagement and members of the individual giving team, ensuring fundraising policies and procedures are compliant and implemented, including in relation due diligence around accepting donations
- Ensure all work in relation to securing income from legacies is in line with best practice guidance, and relevant legislation.

Collaboration and internal communication

- Model collaborative and creative cross team working
- Alongside the Director and the Senior Leadership Team, build greater understanding of philanthropy across the organisation, and a culture where individuals and teams across the organisation pro-actively support the work of the philanthropy team, and understand the link between funds received and
- Ensure appropriate communication between the philanthropy team and the individual giving team
- Attend and present at Board and Sub Committee meetings as appropriate.
- Be an active and visible member of the Management team, including attending and participating in regular face to face and virtual meetings
- Perform other duties as directed and necessary to the proper performance of the role, including working outside normal office hours for events and networking opportunities

Person Specification

SELECTION CRITERIA		Essential	Desirable
Knowledge & experience	Proven senior-level experience over a period of at least 3 years of building, sustaining and growing significant income from philanthropic sources, including charitable trusts and foundations	ü	
	Proven experience of line management and collaborative cross-team working with the ability to lead a high-performing team	ü	
	Proven experience of developing and maintaining strong and effective relationships across a wide range of stakeholders, relevant to Liberty's philanthropic work	ü	
	Up to date knowledge and experience of the current fundraising environment across philanthropy	ü	
	Knowledge and understanding of the fundraising landscape as it relates to human rights issues		ü
	Experience of working in a similar size NGO/charity		ü
Competencies	Exceptional communication skills, ability to absorb and understand large amounts of information quickly, and to use it to craft compelling narratives and develop messages which resonates with diverse audiences and with a confident, persuasive presentation style	ü	
	A genuine interest and understanding of Liberty's work and values, and a desire to keep up to date with the external environment and maintain an ongoing and detailed understanding of Liberty's work and direction	ü	
	Exceptional time management and prioritisation skills, able to effectively manage a fast paced and dynamic workload and provide support to enable the team to do the same	ü	
	Proven collaboration and project management skills, and ability to deliver outcomes on time, across multiple stakeholder groups	ü	
	Strong working understanding of compliance as it relates to fundraising, including Data Protection, Charity Commission and the Fundraising Regulator	ü	
Values	Interest in Liberty's work	ü	
	Commitment to human rights and Liberty's cross-party, non-party status.	ü	
	Commitment to Liberty's anti-racist, disability-positive, trans affirming status	ü	
	Commitment to building a fair, compassionate, and diverse working environment	ü	

How to apply

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Given the time of year please also let them know if you are likely to be on holiday during any of the key dates.

Accessibility

Please let us know if you have any specific requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not affect the selection process.

Positive Action

Liberty are committed to pursuing a diverse and inclusive workforce and are trialling a [Positive Action](#) approach to our recruitment and selection process. Positive Action allows employers to take action to minimise disadvantages that groups with particular protected characteristics face in the workforce.

In addition to anonymous application forms, some of the new ways we are attempting to level the playing field is by introducing the Guaranteed Interview Scheme and Anonymous First-Round Interviews.

Guaranteed Interview Scheme

The Guaranteed Interview Scheme will expand on our commitments as a [Disability Confident Employer](#) to offer an interview to an applicant who declares they have a disability and meets the minimum requirement.

Liberty's Guaranteed Interview Scheme is therefore applicable to individuals who identify as:

- Disabled
- A member of the Global Majority (people from Black, Asian, Mixed, and other ethnic groups who often racialised as 'ethnic minorities')
- A member of the LGBTQ+ community
- &
- Scores above the median score for the role

You can take part in the Guaranteed Interview Scheme by indicating that you are a member of one of these communities by emailing office@nfpconsulting.co.uk and agreeing to participate. If you have opted into the interview scheme and your application scores above the median score for that role, you will be considered for an interview if you were not in the top scoring candidates that would otherwise go forward. This information you share is not shared with Hiring Managers at the shortlisting stage, and details of the group(s) in which candidates identify will not be shared; however applicants are made aware that it is not possible to prevent those involved in the shortlisting process from being able to identify candidates who have been offered an interview specifically under the scheme.

If we receive over 25 applications for the role, we reserve the right to limit the number of interview spaces available to those who take part in the scheme. However, we are committed to taking a positive action approach and providing interview opportunities for strong applicants who are historically marginalised in recruitment and so will guarantee an additional 2 interview spaces for those that identify as having one of the protected characteristics within the scheme and who score the highest.

(This will not affect how we shortlist for the original interview spaces which is conducted anonymously and based on the highest scores in the pool. The 2 extra interview space offered as part of the inclusive interviews scheme will be in addition and so will not put any other applicant outside of the scheme at a disadvantage.)