



**Northamptonshire
Community Foundation**
Giving back to our county

Application Pack: Philanthropy Manager

Deadline for applications: Monday 16th March at 9am
Interviews will be held: week commencing Monday 23rd March

01604 230033
enquiries@ncf.uk.com
ncf.uk.com
18 Albion Place, Northampton, NN1 1UD





Welcome from the Chief Executive

Dear Applicant,

Philanthropy Manager

Thank you for your interest in this high-profile role at Northamptonshire Community Foundation (NCF). This is an incredibly exciting time to join our dynamic team as we celebrate our 25th birthday year as a Foundation serving the county of Northamptonshire.

NCF deliver a variety of funding for the local voluntary and community sector in the region of £1.2 million in grants each year to tackle issues such as child poverty, homelessness, unemployment, domestic abuse and social isolation. As the leading independent philanthropic grant making charity in Northamptonshire, we are proud to have supported our communities for a quarter of a century and to be part of a wider UK and global community foundation movement. You can find out more through reading our latest impact report for 2024-25:
<https://www.ncf.uk.com/impact>

This is a challenging time for many people in our communities especially for those experiencing disadvantage in society.

Fundraising and relationship building are core activities that happen across our foundation. Within this collegiate context the Philanthropy Manager will manage and grow a portfolio of donors and partners working closely with the CEO to help us build a strong donor development function that nurtures and attracts new sources of philanthropic income.

This role will suit someone who is values driven, collaborative and passionate about working with donors and partners to make a lasting difference for local communities. The successful candidate will bring proven fundraising experience, strong communication skills and a clear commitment to our values of integrity, inclusiveness and place-based leadership.

I hope that you will find all the information you need included within this pack. If, however, you would like an informal and confidential discussion with me then please do call on 01604 230033.

Yours sincerely,

A handwritten signature in blue ink that reads 'R. McGrath'.

Rachel McGrath
Chief Executive



About Northamptonshire Community Foundation

Northamptonshire Community Foundation is a unique grant-making charity.

We are the leading independent grant-making charity in Northamptonshire and we are proud to have worked with our fund holders and donors to ensure projects make a sustainable impact on local needs, helping our donors make the most of their charitable giving.

Northamptonshire Community Foundation works towards building a county where generosity and an active civil society flourish, where generosity and collaboration across communities help change lives, and where everyone feels they belong and can contribute to making a better difference across our towns, villages and neighbourhoods.

Central to our approach is the principle of place-based philanthropy, acknowledging the distinct needs and complexities of our local communities. We wholeheartedly champion the pivotal role played by small under the radar charities and community groups, which often act as the beating heart of our neighbourhoods by providing indispensable services and support to those most vulnerable.

We recognise the importance of our role in helping achieve the United Nations Sustainable Development Goals, helping tackle them at the local level. As part of a network of UK community Foundations and a global foundation movement, we stand at the forefront of impactful grant making efforts and collectively rank amongst the largest grant making charity network in the UK.

With the help and support of our donors and partners we ensure that funding raised for Northamptonshire stays in Northamptonshire. We build endowment and other community resources, broker partnerships, provide trusted philanthropy advice, and connect donors with the local causes and communities where their support can make a lasting difference.



A grant from our Northamptonshire Queen's Institute Relief Fund enabled local Charity Thomas' Fund to run music therapy sessions with babies, children and their carers in NICU units at Kettering Hospital.



Our vision, mission and values

The Foundation's vision is to create a culture of giving that strengthens and supports our local community.

Our mission is to inspire giving and enable lasting community impact by providing a trusted channel for donors of all kinds to engage with their communities on a long-term basis. We are working towards a future where everyone has a fair chance to thrive and our communities are stronger and more resilient.

Northamptonshire Community Foundation will fund, connect and convene effective charitable activity that creates stronger and more cohesive communities.

The Foundation's role as a community leader means that we carry out research, build community resources, broker partnerships, promote strategic relationships and rise to the challenge in difficult circumstances when leadership is required.

Our strategy is shaped by a deep sense of purpose, led by our dedicated team of staff and trustees, all driven by a real commitment to make a real difference in people's lives. You can read the strategy here: <https://www.ncf.uk.com/vision-mission-values>

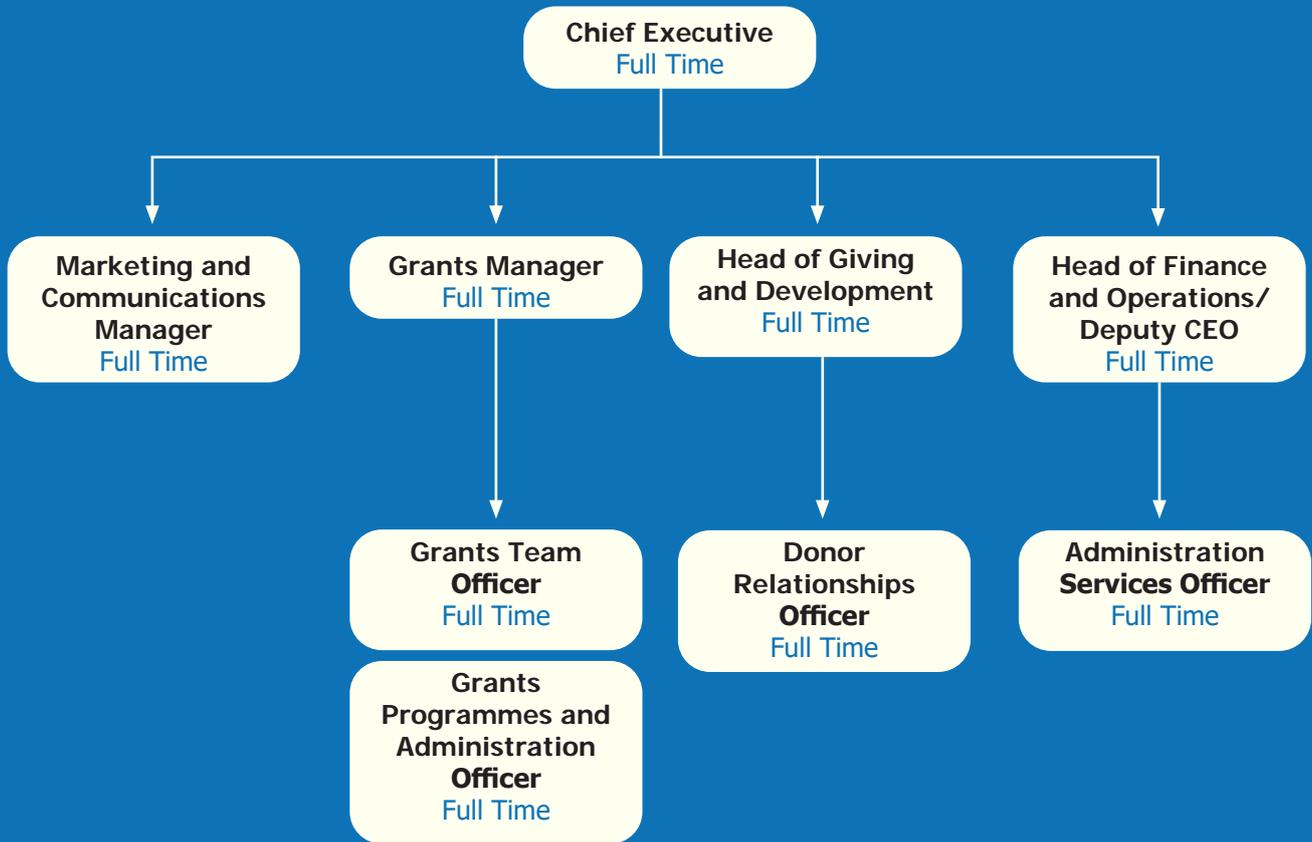
Our values emphasise integrity, inclusiveness, place based leadership, collaboration and hope and wellbeing. These values shape how we work with donors, partners and each other as colleagues in the foundation family.

The Foundation's philanthropy advice, investment policies, financial systems and grant giving services are Quality Accredited independently every three years through an independent evaluator provided by our membership organisation UK Community Foundations.





Staffing structure 2026





How to apply

The closing date for applications is **Monday 16th March at 9am**. If you have any queries about the position, please call Rachel McGrath on 01604 230033.

To submit your application, please send your CV together with a covering letter and personal statement based on the Job Description and Person Specification stating why you think you would be ideal for the position. Your statement must not exceed two sides of A4.

Please email these documents to: tina@ncf.uk.com

Alternatively, you can post your application to NCF, 18 Albion Place, Northampton, NN1 1UD.

Interview

Interviews will be held in the **week commencing Monday 23rd March** at our offices in Albion Place, Northampton.

Professional and personal references will be required.

Our latest accounts, annual reviews and impact information can be downloaded from our website at www.ncf.uk.com.

Artificial Intelligence

We recognise the value of Artificial Intelligence (AI) and know that some candidates may choose to use AI tools when preparing their job applications. However, when applying for a job with us, it's important that your application is your own. While we do not actively encourage or discourage the use of AI, we do expect that when AI is used, it is used responsibly and ethically.

We want to get to know you - not an AI-generated version of you. Your application should reflect your own voice, experiences, and ideas. While AI can be useful for checking spelling, grammar or helping structure your supporting statement, it should not be used to generate application materials on your behalf. We are looking for authentic candidates who bring their unique perspectives and skills to the role.

Acceptable use of AI:

- using AI to check spelling, grammar, and clarity
- getting help structuring your supporting statement
- helping brainstorm ideas
- using assistive AI technology to meet accessibility needs

Unacceptable use of AI:

- submitting an application or supporting statement generated entirely by AI
- copying and pasting AI-generated responses without tailoring them to your experience
- using AI tools in a way that misrepresents your skills, knowledge, or personal voice



Philanthropy Manager

Responsible to:	Chief Executive
Location:	Northampton with travel throughout Northamptonshire (Hybrid working – we currently work from home two days a week)
Salary Band:	£32,000 - £35,000 pa (dependent on experience) + 4% contributory
Annual Leave:	25 days + bank holidays + 3 days additional at Christmas
Contract:	Full-Time, Permanent

Role overview: You will be part of a small energetic and committed team supporting the delivery of Northamptonshire Community Foundation’s philanthropy and income generation ambitions. Working collaboratively with colleagues, you will help grow and steward support from individuals, corporate, charitable and statutory donors, with a lead responsibility for a defined portfolio of relationships and initiatives.

Fundraising and relationship building happen across the charity, and you will manage your own portfolio of donors and partners and work with the Chief Executive and wider team to co-ordinate activity, share insight and maximise opportunities for place based philanthropy in Northamptonshire.

You will need confidence, excellent communication skills and the ability to plan and deliver projects as part of a highly collaborative team. You will be comfortable cultivating, stewarding and sometimes soliciting charitable donations yourself, as well as creating opportunities for the Chief Executive to engage with donors and prospective supporters.

Main tasks

1. Supporting philanthropy income growth

- Support the development and delivery of new giving targets from a range of donors private, charitable, corporate and statutory, from prospecting and cultivation through to stewardship and renewal.
- Manage an agreed portfolio of donor and fund holder relationships, providing high quality donor care aligned with our values of inclusion, transparency and community leadership.
- Contribute to approaches for larger or more complex gifts alongside the CEO including preparations of briefings, proposals, presentation and follow up actions.



2. Donor care, stewardship and communication

- Help deliver a structured stewardship programme for donors and fund holders, including including tailored communications, events, visits and engagement opportunities that connectgiving to community impact.
- Work closely with the Donor Relationships Officer, Grants Team, Marketing and Communications Manager to ensure consistent, joined up communication with donors.
- Ensure the CRM (Salesforce) and all records are accurate, timely and GDPR-compliant, supporting effective relationship management and reporting.
- Understand the foundation's grant-making priorities, criteria and restrictions.
- Seek to continually improve the service we provide.

3. Provide support to the Staff Team and Board to support philanthropy

- Support and work with the Donor Relationships Officer responsible for: Fund holder and donor engagement and providing custodianship to donors.
- Support the Chief Executive in their philanthropic work.
- Provide progress against targets and management reports to the Chief Executive and Board.
- Work with individual trustees to support their development activities.
- Provide support to the Trustees and Chief Executive in all aspects of the development strategy, including work on borough funds, local authorities and trust transfers.
- Support and nurture a community ambassadors' network.

4. Contribute as a member of the team to the development and success of NCF and the wider UKCF network

- Work with all members of the team to achieve NCF's vision.
- Engagement in regional and national UKCF working groups, meetings and forums.
- Contribute to and be knowledgeable of the field of Philanthropy and best practice at a local, national and global level.
- Act in accordance with the policies and procedures of the organisation.

From time to time, it may be necessary for the postholder to contribute towards other aspects of the Foundation's work as required by the Chief Executive, commensurate with the scale and general nature of the post.





	Essential	Desirable
Skills and Experience	<ul style="list-style-type: none"> • Experience of working in philanthropy services and/or charitable fundraising programmes • Minimum of 2 years fundraising experience and the capacity to grow funding from a range of sources • Excellent relationship management skills and commitment to good service • Excellent communication skills and ability to work collegiately and independently • Excellent time management, organisational skills and an ability to manage different projects concurrently • Strong interpersonal skills, enthusiasm and an ability to work well as part of a team, including when under pressure of timescales and competing priorities 	<ul style="list-style-type: none"> • Staff line-management experience. • Experience of working with a diverse range of types of donors • Experience with GDPR • An understanding of needs in Northamptonshire, and working in or with the voluntary and community sector • Understanding of private philanthropy and vehicles for giving, including community Foundations
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to engage with a wide range of people • A strong team player with a desire to offer exceptional customer service skills • Attention to detail and ability to conduct work accurately and consistently in keeping with high professional standards • Self-motivated with a readiness to seize new opportunities, eager to source new ideas and work collaboratively to ensure the best outcomes for the foundation • Ability to represent the foundation at fundraising and supporter events • An organised and flexible approach to working 	



What we can offer

- 25 days holiday (plus bank holidays) pro rata with incremental rises of for every five years' continuous employment with the Foundation, full time employees will accrue one additional day's paid holiday up to a maximum entitlement of 30 days paid holiday per holiday year
- 2 paid volunteering days
- Additional 'close down' 3 days over Christmas period
- Pension Scheme
- Hybrid and Flexible Working Policies
- Staff welfare and wellbeing activities
- UK network of peers across Community Foundations including learning groups, conferences,
- National opportunities and intelligence sharing.
- The opportunity to make a significant contribution to the lives of people in Northamptonshire and to gain a depth of understanding of the need in our County.