Job title: Philanthropy Officer

Reporting to: Head of Philanthropy

Duration/type: Open-ended, full-time (35h/w)

Location: Based at Findhorn Foundation (FF) Offices

Overall job purpose – CRM and database management, donor stewardship, and administrative support for Philanthropy Team, all in alignment with the Foundation’s mission, vision and philanthropy team strategy.

Key Relationships – In addition to their own team relationships, the post-holder will act as a primary liaison with the Finance, Communications and Assets Departments as well as be in regular communication with other Foundation co-workers and contractors, donors and stakeholders.

Key Responsibilities

- Primary contact, operator, and trainer for the CRM (eTapestry); staying current in best practices, new developments, and compliances for excellent CRM maintenance and management.
- Track, enter, and report on incoming donations and other donor information; regularly report donations, donor status and other relevant details to team members.
- Coordinate with the Finance Team for reconciliation of accounts.
- Participate as needed in donor and funder research and stewardship activities, including relationship cultivation and solicitation.
- Provide administrative support for the team as needed.
- Manage the team’s shared Google drive, calendar, and intra-team communications.
- Monitor office environment and equipment for functionality, condition and supplies -- make arrangements for maintenance, repairs, upgrades or replenishment when indicated.
- Manage the booking, programming and maintenance of the mobile Donation Station.
- Monitor Foundation’s website and social media; serve as a liaison with the Comms Team.
- Participate as needed in team functions and events.

Person Specification

The Philanthropy Officer is expected to be proficient in basic digital applications and able to demonstrate a general range of software and IT competencies. There is an expectation of creative problem solving, innovation, and leadership, as well as an affinity for outward-facing philanthropic work. A collaborative spirit and an integrated understanding and appreciation for the history, culture and unique work environment of the Findhorn Foundation are necessary. The ideal candidate will possess a professional work ethic and demeanor, be able to manage time and multiple projects independently, and be able to adapt quickly to changes in job priorities and workflow direction.
Knowledge & Experience

- Demonstrable experience and proficiency with customer relationship software and other online tools and digital platforms that meet the needs of the team.
- Experience in third sector development and/or fundraising.
- Familiarity with accounting practices, basic bookkeeping and/or financial records.
- Experience working with multidisciplinary teams including technical, finance, communications, marketing and education.

Skills and Competencies

- Digital and IT proficiency.
- Excellent social and interpersonal capabilities including the ability to cultivate donor relationships and solicit contributions.
- Proven ability to plan, organise and deliver multiple tasks and projects effectively and efficiently.

Personal Attributes

- Alignment with and commitment to the principles and objectives of the Findhorn Foundation.
- Good self awareness.
- A caring nature.
- Collaborative and flexible working approach.
- Comfortable with working ‘iteratively’ i.e. to test things out, learn and revise as needed.
- Drive to meet goals and deadlines, able to ask for help as needed.