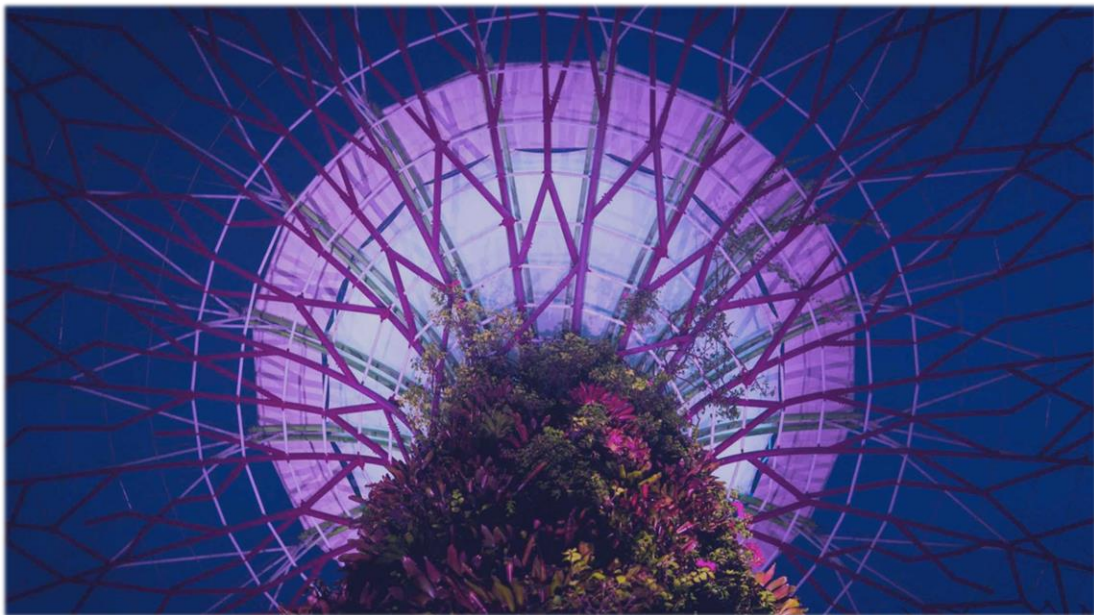




UNLOCKING THE POWER AND POTENTIAL

JOB DESCRIPTION

SENIOR LEADERSHIP POSITION,
GLOBAL PHILANTHROPIC EUROPE



WE AIM TO ACHIEVE THE IMPROBABLE EVERY DAY

GLOBAL PHILANTHROPIC EUROPE

JOB DESCRIPTION – SENIOR LEADERSHIP POSITION

Thank you for your interest in the Senior Leadership position at Global Philanthropic Europe.

WHO WE ARE

Global Philanthropic was founded in Hong Kong in 2002, and is now a worldwide group headquartered in UK, with main subsidiary operations in UK/Europe, Hong Kong and Australia. Over the last 20 years, Global Philanthropic has built a network with worldwide reach. With each new office we have been able to assist more organisations, helping to connect more people to create more impact. We are ambitious for our clients, helping them to see the potential for bigger outcomes by developing effective strategies to achieve them.

We combine insight and experience to deliver specialist advice and guidance to philanthropists and fundraisers. We enable everyone to co-ordinate their actions to achieve greater potential and power the changes needed worldwide.

Just as the operating landscape is fast evolving to meet the changing needs of the world, so too is our positioning and proposition. Whilst pushing even harder to help fundraising and philanthropic clients increase their impact at every opportunity, we also elevate our voice and role in influencing greater collaboration and positive change in the sector.

As we grow our global business and in turn our team, the successful candidate will be joining us at an exciting time of unique challenge and opportunity.

Global Philanthropic is now seeking to recruit an experienced philanthropy practitioner to head up its UK/Europe operation in what will be an exciting and fulfilling role in a senior leadership position.



HOW TO APPLY

The deadline for applications is 12th June 2023. The first stage of interviews is likely to be held week commencing 26th June 2023.

To apply for the position:

- 1) Email your CV and a covering letter to s.h@globalphilanthropic.com with the reference Senior Leadership Position in the subject line.
- 2) In your covering letter please outline why you are interested in the role and how your skills, knowledge and experience relate to the person specification.

If you would like to have an informal, preliminary chat with our Founder and Group CEO Ben Morton-Wright, please email s.h@globalphilanthropic.com in the first instance.



INTRODUCTION

The Senior Leadership position at Global Philanthropic Europe is part of a global team of philanthropic professionals, centered in UK (covering UK and Europe), Hong Kong and Australia.

This team is responsible for leading a team of consultants to deliver Global Philanthropic's philanthropic advisory services in the UK and Europe for individuals, charitable organisations, and corporate clients on the most effective and impactful ways to meet their philanthropic objectives.

Global Philanthropic Europe (GP Europe) is one of three business centres which comprise the Global Philanthropic Group ("GPG").

The Senior Leader will be the senior manager of GP Europe and report to the Group Chief Executive, the Board of GP Europe and the Board of GPG. The leader will be part of the Executive Committee, and in due course would be expected to be appointed to the Board of GP Europe after an initial period.

The Europe office consistently manages multiple major projects at any given time, so the role requires a skill for project and team oversight without micro-managing.

Driving business development is a key responsibility of this role to ensure, along with other members of the team, that new projects and relationships are being actively solicited.

The Senior Leader will find and develop new business opportunities for Global Philanthropic Europe to increase its revenue and expand its brand. The leader will oversee a network of contacts to attract new clients, research new market opportunities and oversee growth projects in line with projected income.

This will be a flexible role and we will be able to work around other commitments you may have.



KEY RESPONSIBILITIES

The responsibilities of the role are summarised as follows. (Please note, "GP Europe" includes the UK):

Strategic Responsibilities

- Planning for GP Europe business development and strategy – and how this contributes to the Global Philanthropic Group.
- Driving the business development for GP Europe.
- Advising clients on campaign strategy and operations.
- Leading as Senior Consultant on client projects.
- Convening discussions on client projects.
- Directing the progress of client projects.

Executive Responsibilities

- Reporting to the Board of GP Europe on the activities of GP Europe.
- Attending GPG Executive Committee meetings and contributing to the discussion on GPG strategy.
- Attending GPG financial planning meetings on UK budget and working with senior colleagues to ensure cash flow and planning is always up to date.

Managerial Responsibilities in GP Europe

- Tracking and managing the existing client projects, working with the team to ensure projects remain on course, estimate team consulting days and workload splits.
- Budget planning and management, specifically the business development budget, cashflows and finance.
- Oversight on project management, working with consultants to manage multiple projects at any given time.
- Driving business development pipeline including:
 - management of the Pipedrive client list.
 - reviewing project pipeline from the project overview list of potential clients, proposals in development and proposals in consideration.
 - assessing and developing Requests for Proposals across many sectors, prioritising high-profile organisations and leaders in each sector.
- Planning the project timelines against deliverables.
- Supporting team members in delivery of projects.
- Planning project loads with Head of Logistics.



PERSON SPECIFICATION

The Senior Leader will be a highly driven and experienced senior level practitioner in consulting advice on philanthropic issues.

Essential

- Highly networked with extensive experience working in the philanthropic sector.
- A proven ability to maximise revenue generating opportunities.
- Ability to build strong relationships with clients.
- Significant experience of leading a team of senior staff.
- An understanding and interest in philanthropic trends and best practice, and in philanthropists and their giving motivations.
- Able to travel internationally when required.
- Experience and comfortable working to multiple tight deadlines.
- Ability to function independently, with minimal administrative support.
- Ability to think strategically.
- Strong analytical skills and the ability to understand complex data.
- Exceptional report writing and presentation skills.
- Ability to manage multiple tasks simultaneously.
- Outstanding communication, negotiation, and decision-making skills.
- Tactful, diplomatic, and able to maintain confidentiality for sensitive information.
- A flexible, responsive team player, able to anticipate the needs of colleagues.

Desirable

- Competency in IT and mainstream Microsoft applications, CRM systems (preferably Pipedrive), Xero and Project Management programmes.
- Cultural sensitivity is required, with experience living and working in culture(s) other than their own.
- Major capital campaign experience.





TERMS & CONDITIONS

Salary – To be agreed depending on experience. This will comprise of both a fixed remuneration, and consulting fees arising from mandates undertaken by GP Europe. Ownership options may also be a consideration in due course.

Hours – This is a full-time position. A normal working week is Monday to Friday 9am to 5pm but due to the nature of the role, some evening and weekend work will be required to fulfil the functions of the role.

Holiday – A typical allowance plus Public Holidays.

Contract – This is a permanent position and subject to a six-month probationary period.

Notice – One month during probationary period, three months thereafter.

Location – Agreed home working arrangements will apply. Depending on the needs of GPG you will be expected to attend meetings, conferences and other events away from your usual place of work.





PRIVACY NOTICE

Global Philanthropic Group takes its responsibility for protecting your personal information seriously. Our job application process will only request data relevant to verifying the identity of the candidate or determining their suitability for a position.

Access to the information contained within your application will be limited to individuals administering the recruitment process or individuals shortlisting and/or interviewing.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Global Philanthropic Group indicates your consent to your data being processed in the manner described above.

Global Philanthropic
May 2023

