

# Future Frontiers

## Philanthropy Officer

**Salary:** £28,642-£32,255, depending on experience

**Hours:** Full or part time (min 0.8 FTE), 37.5hrs per week if full time

**Contract:** Permanent

**Location:** Hybrid between London Bridge office and working from home

**Deadline:** Tuesday 22 April 2025, 5pm

### About Future Frontiers

In the UK, family income is the strongest predictor of how well a young person will do at school and the future opportunities they will have. Future Frontiers exists to change this. Our vision is of a society where equal access to education and career opportunities enables potential to overcome poverty.

We support young people from disadvantaged backgrounds to realise their potential and work towards secure and fulfilling employment. In partnership with schools, businesses and supporters, we deliver an evidence-based programme of career coaching, opportunities and guidance for young people from lower income households. This year, we are working with 2,500 young people in schools across Greater London. You can find out more about our programme and impact so far in the Annual Impact Report on [our website](#).

### About the role

We're looking for an enthusiastic and motivated Philanthropy Officer to join our small, ambitious team and help secure the funding that makes our work possible.

Our Philanthropy team builds meaningful relationships with supporters—particularly charitable trusts and foundations—to secure a significant proportion of Future Frontiers' income.

Reporting to the Head of Philanthropy, you'll help build a sustainable pipeline of high-value supporters. You'll focus on researching new funding opportunities, crafting high-quality funding applications, writing tailored reports, and ensuring excellent donor stewardship.

You'll bring exceptional writing skills, outstanding attention to detail and a proactive, people-focused approach. You may have fundraising experience, or bring a strong understanding of relationship-building from another sector. You'll thrive on spotting opportunities, shaping persuasive cases for support and connecting with supporters. You'll also be highly organised, keeping accurate records and ensuring our funders feel appreciated and connected to our work.

This role would suit someone looking to take their next step in fundraising—perhaps you already work in a fundraising or grant-writing role and are ready for more ownership, or you bring strong transferable skills and are excited to grow into the role. If you're an excellent communicator with a passion for our mission and for building high-impact relationships, we'd love to hear from you.

### Your responsibilities

#### Identify new funding opportunities

You'll lead on identifying charitable trusts, foundations and major donors with the potential to support

Future Frontiers. Through proactive research and collaboration with other teams, you'll build and qualify a strong pipeline of prospective funders, matching them with appropriate asks. A key part of the role is ensuring a steady flow of new prospects, with regular research and outreach to grow our portfolio of supporters.

#### **Build and manage a portfolio of supporters**

You'll develop a strong understanding of existing and prospective supporters, enabling you to provide thoughtful, tailored relationship management. With guidance from the Head of Philanthropy, you'll help build and maintain relationships with a range of grant-making trusts and foundations, securing donations and delivering proactive stewardship to encourage continued support. You'll also act as an ambassador for Future Frontiers, creating opportunities for supporters to connect with our work.

#### **Write applications for funding**

You'll craft high-quality funding proposals that make a persuasive case for how each supporter's contribution will make a difference for young people facing disadvantage. Every application will be tailored to the funder's priorities, and your exceptional writing skills and attention to detail will ensure each one is clear, accurate and compelling.

#### **Report on impact**

You'll demonstrate the difference our supporters make by delivering high-quality reports, updates and case studies that bring our impact to life. You'll work closely with teams across the organisation to gather the right information and write clear and engaging updates that reflect each funder's interests and requirements. You'll manage reporting timelines and ensure our commitments are met, helping to secure future funding and strengthen relationships.

#### **Keep accurate and detailed records**

You'll make sure all fundraising activity is recorded promptly and accurately, helping us track relationships, deadlines and progress. You'll support the team's efficiency by keeping organised records and helping to manage key administrative processes. You'll also ensure we meet data protection and fundraising regulations, including GDPR and the Code of Fundraising Practice.

#### **Contribute to wider organisational priorities**

You'll be a collaborative team member, supporting cross-team projects and organisation-wide initiatives as needed. From time to time, you may also be asked to take on other duties in line with your role.

### **About you**

#### **Experience and knowledge**

- Experience communicating clearly and effectively in different formats, including long-form writing, emails, presentations and conversations with stakeholders (essential).
- Experience conducting research and presenting findings, such as identifying prospective supporters, gathering information from a range of sources, and summarising insights for different audiences (essential).
- Some understanding of trust and foundation fundraising and how to build relationships that lead to 4- or 5-figure grants (essential).
- Experience contributing to relationships with high-value supporters, or strong transferable skills in relationship or account management (desirable).
- Familiarity with fundraising regulations and best practices (desirable).

## Skills and competencies

- **Passion for Future Frontiers' mission:** You are motivated to play a role in empowering young people from disadvantaged backgrounds to realise their potential.
- **Clear and confident communicator:** You have exceptional writing skills and can share detailed information clearly and confidently, both in writing and conversation.
- **Strong relationship-builder:** You're confident meeting new people and building rapport with supporters.
- **Thorough and organised:** You have strong attention to detail, maintain accurate records and can manage multiple deadlines.
- **Proactive self-starter:** You take initiative and approach your work with a positive, can-do attitude.
- **Curious:** You enjoy learning and are eager to understand more about fundraising and the supporters we work with.
- **Collaborative:** You work well with others and contribute to a supportive, team-oriented culture.

## What we can offer you

- Annual leave of 27 days plus bank holidays, increasing with service
- Flexible working with the option to work from home regularly (with at least one day a week in the office, and the flexibility to come in more often if you'd like)
- 4pm finish on Fridays
- Annual personal training and development budget of £300
- Employee Assistance Programme, including counselling
- Team building offsites and regular team socials throughout the year
- Additional parental leave pay and additional childcare leave for child's first 2 years
- There may also be an opportunity to take on a fundraising apprenticeship after your probation period to support your development

## Equal opportunities, diversity and inclusion

Here at Future Frontiers we are dedicated to the practice of equal opportunities. The principles of it underpin our mission and we treat all employees, volunteers, clients and young people as individuals. We believe in having an open and inclusive culture that champions diversity in all its forms, including disability, culture, race, gender, sexual orientation, age, life experiences, socio-economic background, and religion.

We encourage everyone to apply for our roles. If you would like to talk to us about working at Future Frontiers in advance of your application, particularly regarding diversity, we strongly encourage you to contact us via email. We'd love to hear from you.

We are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.

## How to apply

- To apply, please fill out [our application form](#) by answering these questions and attaching your CV:

1. Please tell us why you want to work at Future Frontiers. What is it about our organisation that excites you? (Max. 1,500 characters)

*Strong answers will tell us why Future Frontiers appeals to you personally and why you are motivated to work for us.*

2. Please tell us how you meet the three essential knowledge and experience criteria given in the job description.

(Max. 2,000 characters)

*Strong answers will factually and succinctly demonstrate your relevant experience.*

- **Deadline:** Tuesday 22nd April, 5pm
- **First round interviews** will take place virtually during the week commencing 28th April. **Second-round interviews** will be held in person at our London Bridge office on *Tuesday 13th May*.

The successful candidate will be required to undergo a DBS check and reference checks.