

Job Title:	Philanthropy Manager
Reporting To:	CSJF Managing Director
Contract Type:	Permanent
Hours:	Full-time, 35 hours per week (Mon-Fri)
Location:	Westminster, London
Annual leave:	25 days + 3 additional days between Christmas & New Year
Salary:	£38,000-£45,000
Apply:	To apply please submit both a CV and a cover letter before 23.59 on 31st July 2026 at https://hr.breathehr.com/v/philanthropy-manager-47712 applications without a cover letter will not be considered. If you require adjustments or a different format for your application, please email us. You must have the right to work in the UK, unfortunately we are unable to sponsor visa applications. We're looking for real-world experience and genuine voices. Please submit original applications; our interview process will explore your ideas in depth.

THE ORGANISATION

Founded in 2004, the Centre for Social Justice (CSJ) is one of the UK's most influential cross-party think tanks. We're here to challenge conventional thinking and put social justice at the heart of politics. Our goal is to break the cycle of poverty by tackling its root causes, not just managing the symptoms.

Over the last 20+ years, we have shaped some of the most significant welfare and justice reforms in a generation. Our work has historically focused on the 'five pathways to poverty': educational failure; family breakdown; worklessness; addiction; and serious personal debt. Faced with emerging social challenges, we are now increasingly looking at long-term social and cultural challenges – including our award-winning Lost Boys work.

The CSJ Foundation was established to magnify and amplify the crucial role played by charities and social enterprises around the country. We are committed to ensuring the voices of these grassroots organisations are elevated to national decision-makers, bringing a much-needed frontline experience into national policymaking. Utilising local networks and a philanthropic platform to guide investment, the CSJ Foundation ensures that charities who are fighting the root causes of poverty receive the right support, both in policymaking and funding.

THE ROLE

The CSJ Foundation is looking for a Philanthropy Manager to help grow and professionalise its offering to funders and charities alike. The role requires a self-starter who is comfortable juggling multiple tasks and working quickly and efficiently on a range of different projects. The post-holder will manage existing philanthropy accounts while developing new ones to grow the CSJF's client base – including providing support to trusts, foundations, and HNWI individuals. In addition to this, the post-holder will work to generate new business by engaging with prospective clients.

The CSJ Foundation has big ambitions for its work over the next three years, central to this work is our growing philanthropy services. The post-holder will be at the heart of all our philanthropy work, making

sure we execute all aspects of the client journey from pitching, to issuing grant agreements, to setting up charity visits, to reporting, and crucially to maintaining first-class tracking and record keeping of our growing philanthropy work. The post-holder will play a vital role co-ordinating much of the CSJF's philanthropy work – from start to finish – working closely with the Managing Director and the wider Philanthropy team.

KEY RESPONSIBILITIES

- Be a leading member of the CSJ Foundation's philanthropy team by delivering philanthropy services to clients, which ultimately leads to charitable donations flowing to small charities
- Manage and run up to 2 trusts/foundations in the first year, growing to at least 4 in yr2 ensuring the service they receive is first class
- Cultivate and prospect new clients for the CSJF comprising trusts, HNWs, and corporates
- Play a central role contributing to the CSJF's target of administering total giving of £10m
- Create first class reporting documents on CSJF's philanthropic giving and impact
- Use knowledge from Regional Portfolio Managers to drive clear decisions for all giving activities
- Build and maintain first class processes through the philanthropy journey, covering first meetings through to grant delivery, and charity impact assessments
- Liaise with charities and donors to set up regular regional visits to observe and assess charities
- Oversee the reporting timeline for donor feedback making sure reports are issued at the right time and provide high quality informative content
- Engage with external designers to deliver reports for clients – including charity impact reports, donor update reports, new charity portfolios, and internal documents
- Draft and issue grant agreements with new clients, working with senior colleagues to ensure these are in line with legal requirements
- Support the CSJ Foundation to host events to drive its philanthropic reputation and reach
- Supporting the Managing Director in a variety of tasks that contribute towards the CSJF's goals

THE PERSON

- Highly organised and professional, a self-starter who can work independently and in a small team
 - Experience of providing order and structure to a team or office
 - Happy working across multiple projects at fast pace against delivery deadlines
 - An understanding of the charity and philanthropy sector is desirable
 - Comfortable being both an ambassador and behind the scenes – a strong presence in the team with a willingness to do essential back-office functions
 - Ability to analyse, understand and synthesise complex information and to present this in a concise and engaging way
 - A strong appreciation of the need for accuracy, quality control and process control
 - A commitment to the CSJ Foundation & CSJ's vision, mission and values
 - An interest in current affairs, politics and the social justice agenda
 - Attention to detail, highly organised, calm under pressure, with high personal integrity
 - A collaborative team player with initiative and a positive "can do" attitude
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