



JOB DESCRIPTION

Philanthropy Executive

£31,000 FTE per annum (gross), permanent
52 weeks per year
35 hours per week.

Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

This role will require a DBS check.

About Little Village

Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of a baby banks we pass on loved goods from one family to another: clothes, toys and equipment so that many more babies and young children have the essential things they need to thrive.

Families either visit a Little Village hub, or items are packed with care and delivered to their home. But it doesn't stop there. We also connect families into a wider network of support, helping them to build and extend their own 'village'.

Thanks to the generous donations of loved items, precious time and money, in 2023 Little Village was able to support more than 8500 children. But the demand for help still outstripped our capacity to respond week on week. This role will play a crucial part in helping us to ensure stock is where it needs to be in order to reach more children with the things they need.

About this role

Reports to: Major Donor Relationship Manager/Trust & Foundations Manager

Number of Direct reports: none

**Purpose of role:**

This role is a fantastic opportunity for someone with 2-3 years' experience in fundraising looking to develop and deepen their skills and experience in philanthropy, whilst making a big difference at a fast-paced, innovative and life changing charity. We are looking for someone with experience but equally someone who is willing to learn and flex with the organisation.

The Philanthropy Executive will play a key role in researching, developing and stewarding relationships with major donors, trusts, and foundations. You will help us to grow sustainable income streams that support Little Village's mission to ensure every child has the essentials they need to thrive.

Key Tasks and Accountabilities**Donor Engagement & Stewardship**

- Manage a portfolio of low to mid-level major donors (typically giving £1,000+) and of smaller (typically under £10k) trusts & foundations.
- Work with the Major Donor Manager and Trusts & Foundations Manager to develop tailored stewardship plans to deepen donor relationships.
- Work with the Major Donor Manager and Trusts & Foundations Manager to create compelling proposals, impact reports and donor communications.
- Ensure reporting requirements for major donors through philanthropy advisors and Donor Advised Funds and trusts & foundations portfolio are noted in Beacon, our fundraising CRM, monitored and kept up to date

Prospect Development

- Work with the Major Donor Manager and Trusts & Foundations manager to research and qualify prospects aligned with Little Village's values and priorities.
- Support the Major Donor Manager and Trusts & Foundations Manager to identify leads and opportunities from existing networks, internal fundraising data and referrals.

Campaign & Event Support

- Support and, where appropriate, lead on donor cultivation events and engagement activities.
- Lead on seasonal mailings and donor updates (e.g. Christmas cards, annual impact report).



Data & Reporting

- Maintain accurate records in our Beacon CRM system.
- Track income, donor interactions, and KPIs for reporting and forecasting.
- Due diligence checks and register updating

Collaboration

- Work closely with the wider fundraising, marcomms and other Little Village teams
- Represent Little Village externally with warmth, professionalism, and authenticity.
- Other ad-hoc fundraising support where required.

About your skills and experience

Essential

- Experience in fundraising and/or relationship management roles.
- Strong writing ability with experience in writing content to engage a variety of different audiences, using a variety of different styles and media– from a personal note to a donor to a structured formal funding bid;
- Strong verbal communication and relationship-building skills that can be applied to donors, staff, volunteers and families
- The ability to identify potential problems and proactively resolve them;
- The ability to take initiative with your own projects, prioritise workloads and meet deadlines efficiently and effectively;
- A strong commitment to Little Village's values and mission.

Desirable

- Experience working with high-net-worth individuals and/or trusts and foundations
- Familiarity with CRM systems (ideally Beacon) and data analysis.
- Knowledge of the UK charity sector, Fundraising Regulations and child poverty and sustainability issues

What we can offer

Little Village already has a well established philanthropy programme and it's an area of growth which offers a great opportunity to learn and grow in the role and with the organisation. Later in 2026 will be Little Village's 10th anniversary which will be a focal point for the year ahead.

Salary and pension



The salary for this role is £31,000 per annum FTE (this will be pro-rated to reflect your working hours if you work less than 35 hours per week and is subject to normal deductions). If eligible to join the pension, we will match your contributions by 3%.

Annual leave

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

Hours of work

We think this role requires 35 hours per week, but we're open to discussions about flexibility. This is a 52 weeks per year contract.

Location

This is a London-based role, based at your home address, with regular travel to our hubs across London.

Contract

This is a permanent role starting as soon as possible. You will have a probation period of 3 months.



The application process

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 35 hours per week but if you are interested in the role and cannot commit to the hours above, we are also open to discussing the hours you are able to do.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this [online application form](#). Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?



- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by **9am on Monday 24th November 2025**. Please note, applications not using the online application form and following the guidelines set out here will not be considered.

Key dates

Submission of application: 9am on Monday 24th November 2025

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

First round interview: Monday 1st December 2025

This will be a competency-based interview with three members of the Little Village team and a practical task. We will confirm who you'll be meeting as well as the location when this interview is arranged.

Second round interview: Wednesday 10th December 2025

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.