



Job Description Individual Giving Officer

Salary:

£29,000-£35,000 per annum, depending on experience

Hours:

Full-time; part-time (20-30 hours per week) is possible for a more experienced candidate

Location:

Hybrid, London office (EC1M 7ET) & remote

To apply for this post, please submit:

- A cover letter (1 to 2 pages), explaining your interest in and suitability for the role.
- This application form.
- Your CV (max 2 pages).

All documents should be named as “[Your name] Individual Giving Officer Application [item]”, where the item is “letter”, “application” or “cv”.

Please submit to jobs@survivalinternational.org as soon as possible. The application window closes on 17 Dec at 23:00.

Job description

Survival International is looking for a skilled, enthusiastic Individual Giving Officer, focused on high donors, foundations and legacy givers. If you excel in relationship-building, creative planning, and meticulous organisation, this is your chance to be part of a movement making a difference for Indigenous peoples worldwide.

Survival is a small and passionately committed Indigenous rights campaigning organisation, regularly taking on powerful targets and winning. We have a healthy financial base, and are

completely funded by our supporters. This gives us independence and flexibility, and will give you the space to be creative, develop funding prospects and build long-term programmes.

This role will coordinate our work with high donors, foundations, and legacy givers. It requires someone who combines exceptional organisational skills with the ability to build relationships and inspire our supporters. You won't be filling out standard grant application forms and filing generic donor reports. Rather, you'll be taking the initiative, planning how to engage our biggest donors as part of our movement, and engaging with them directly to seek support for our crucial work.

What you will do

High donors, trusts and foundations

- Analyse giving patterns, and on that basis design and implement programs that make best use of our available resources to effectively manage our high donors, trusts and foundations.
- Coordinate stewardship of all high donors, trusts, and foundations, working with colleagues as needed around management of priority donors.
- Drawing on colleagues' expertise, research and write tailored proposals and success stories to inspire and build the engagement of high donors.
- Develop systems and protocols to ensure all high donors are correctly identified, and their donations tracked, working with our Database Administrator.
- Plan and lead management of any high donor events, if considered strategically valuable.
- Proactively research and identify new trust and foundation prospects to diversify and grow our income.
- Carry out ethical checks and due diligence to ensure all potential donors align with Survival's mission, values, and ethical fundraising standards.

Legacies

- Working with colleagues focused on broad supporter engagement, develop and implement outreach and marketing strategies to recruit legacy promisers.
- Manage all legacy cases from initiation to completion, including communication with executors, solicitors and families, and tracking and pursuing cases as needed.
- Review all relevant documentation, verifying distributions are correctly received and maintaining accurate records.
- Coordinate stewardship of legacy promisers, including identifying the motivations to leave legacies to Survival.

Broader supporter services work

- Collaborate with our Supporter Development Officer (focused on recruiting new donors and stewardship of smaller value donors) to analyse donation patterns and develop strategies to get more donors to contribute at a high level.
- Work with our Database Administrator on an ongoing basis to continually improve our tracking and understanding of patterns of giving among high donors and legacy givers.
- Support on public appeals or widescale email fundraising as needed.
- Other tasks that may be required by the head of Supporter Services, including helping at events and office operations.

To succeed in this post, you will need to:

- Be strongly committed to Survival's cause and values of anti-racism and Indigenous rights.
- Have excellent written and spoken English, and be able to communicate persuasively and diplomatically with all kinds of people.
- Be able to build relationships and inspire others about Survival's work
- Be persistent, and comfortable actively pursuing funding opportunities and making direct asks to donors and potential donors
- Have meticulous attention to detail in all aspects of work including data management, writing, reporting and financial recordkeeping
- Be able to collect, manage and analyse data as the basis for effective planning and decision-making
- Have strong planning and project management skills
- Have a strong understanding of donor behaviour and motivation
- Be enthusiastic about engaging with individual supporters and building our movement and its financial security
- Because our work is rooted in compassion and collaboration, we seek candidates who actively support a respectful and inclusive organisational culture.

More experienced candidates should have as much of the following as possible:

- Three to five years of fundraising experience, especially focused on individual giving
- Knowledge and experience using Salesforce
- Experience running fundraising or outreach events
- Bid or report writing experience
- Experience in making presentations or giving talks
- Knowledge of Indigenous rights and related issues

We are open to recruiting a more experienced candidate, or one earlier in their career - the salary will be set in the upper or lower half of the advertised range accordingly. For a more experienced candidate, we are also open to this being a part-time post.

We recognise that strong candidates may come from a variety of backgrounds. If you're not sure you meet every requirement, but you believe you could thrive in this role, we encourage you to apply.

Why join Survival International?

- You'll be part of a passionately committed London-based and global team that refuses to accept the status quo and believes in the power of grassroots movements to drive real change.
- Being part of a small (but growing!) team offers the opportunity for real variety in your day-to-day work and for you to take the initiative in your work and in the development of your role.
- Our broad-based, donor-driven funding model gives us independence and agility, allows us to be bold and uncompromising in pursuit of our goals, and allows you creativity in this role.
- To reflect our commitment to staff wellbeing, we offer a generous annual leave (starting at 25 days plus public holidays and end-of-year closure, with increasing allowance at 5 and 10 years of service), an enhanced pension scheme including salary sacrifice, a cycle to work scheme and a parental leave scheme that goes beyond statutory requirements.

This role is more than a job. It's a chance to stand up, speak out, and help build a better world.