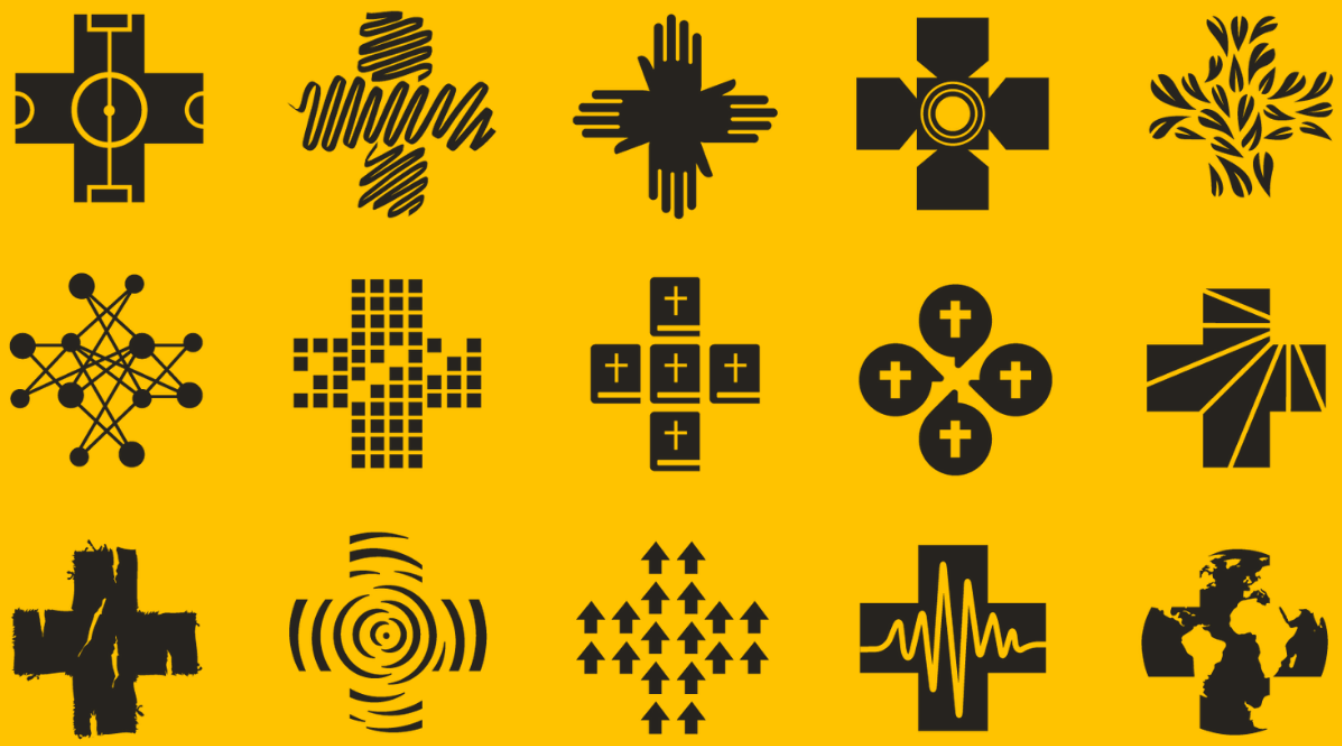
Stewardship

Active generosity

Senior Relationship Manager

Philanthropy Fund

Role Description and Recruitment Pack



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Role overview

Title: Senior Relationship Manager (Philanthropy Fund)

Hours: 35 hours per week

Contract: Permanent

Location: 1 Lamb's Passage, London, EC1Y 8AB
There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the role requires.

Reports to: Head of Philanthropy

Salary: £40,000 - £46,000 per annum

Closing Date: 30th November 2026

Why this position is important to us

Generosity should be joyful, and yet it can often feel burdensome at scale. Partnering with expert colleagues in the Philanthropy Fund team, you will provide our valued donors with a meaningful philanthropic journey, supporting them to make impactful and transformational grants.

You will provide exceptional client service, offer expert philanthropic advice and drive the growth of our award-winning Philanthropy Fund. Through your work, you will contribute to releasing effective generosity throughout the UK and to strengthening the Kingdom.

The impact you will have in this role

Bringing excellent client service and philanthropic expertise, you will enable generous families and their beneficiaries to deepen their impact for the Kingdom. You will support donors as they craft a personal philanthropic path, releasing them to steward faithfully all that they have received. You will also grow Stewardship's client base, broadening the reach and impact of our mission and helping to shape the future of generosity in the UK.

Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, please view our short video clip

Job detail

This is a varied role which would suit someone with experience guiding high-capacity donors in their grant-making, and a passion for encouraging generosity. Working within a supportive team, your role will include building relationships with new and existing clients, facilitating the creation of complex giving strategies and spotting new areas of opportunity for impact. You will enjoy working in an ambitious team and have experience in being able to communicate excellently with a variety of stakeholders and decision makers.

Main responsibilities:

To include, but not limited to:

Relationship Management:

Providing a personal, holistic, excellent service to prospective and existing Philanthropy Fund clients.

- Taking ownership of client relationships, ensuring their healthy development and using our knowledge of the client to determine where additional, more bespoke support services are required. Our contact with the client should result in an accurate picture of the client and their values/ giving aspirations to build their profile, which will assist in tailoring the support that we offer.
- Overseeing and chairing Donor Advisory Boards, ensuring continuity of service, excellent relationship management, and surfacing of strategic opportunities for increased impact.
- Providing timely and professional responses to client and potential client queries, and equally as timely referrals where further technical expertise is required.
- Accurately tracking the progress of these enquiries, to positively close as many opportunities as possible.
- Managing in-team relationships to make sure the client is receiving the best, bespoke service Stewardship can offer.
- Being pro-active in engaging the client with the mission of Stewardship at a core level. This will entail being able to clearly communicate our organisational mandate, and identify how they can meaningfully partner with us.
- Developing and nurturing relationships with networks in the philanthropic community and wider partners in pursuit of new business, in collaboration with the Opportunities Team.
- Working closely with and assisting the Head of Philanthropy to achieve our agreed income & donation targets.

DAB Service Development:

Accountability for DAB service growth and development.

- Delivering realistic targets for new business for the DAB and holding responsibility for the development and achievement of KPIs for the DAB service.
- Working with the communications and marketing teams to drive the marketing of the product line and innovation in researching and reaching the available markets. You will create the communication strategy for the service.
- Working closely with the Senior Grants Manager and Senior Account Manager to develop the frameworks to ensure client success.

Line Management

Supporting and empowering our Relationship Managers to deliver excellent output, collaborate effectively, and learn together.

- Empathetically caring for professional and pastoral needs of direct reports.
- Inspiring and motivating teams members to achieve their best work.
- Identifying and facilitating learning and development opportunities.
- Conducting regular one-to-ones with direct reports.
- Setting objectives intended to fulfil organizational strategy, and providing constructive feedback on team performance.
- Working closely with the Head of Philanthropy, Senior Grants Manager and Senior Account Manager to lead the development of the service and reflect the needs of direct reports.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

You should be:

- Empathetic, sensitive and able to lead in an authentic and vulnerable way. This role has a specific focus on creating a safe space for (U)HNW individuals and families to explore their giving structures and intentions.
- Motivated by ambitious targets, and comfortable working in a high-accountability culture.
- Energised by a varied workload through the week, often juggling priorities.
- A flexible thinker, willing to adapt plans for a highly bespoke service.
- Highly collaborative, whilst self-sufficient in your role.
- Willing to travel regularly within the UK, as required by clients and colleagues.

Desired skills and experience

Skills and experience	Essential	Desirable
You have experience of philanthropic grant-making, in a Donor Advised Fund, Family Office, or as an independent advisor.	✓	
You have extensive experience working with (U)HNW individuals.	✓	
You have a proven sales or acquisition track record, and are motivated by challenging targets.	✓	
You are passionate about collaboration and have professional experience in facilitating challenging and stimulating conversations, often with high stakes.	✓	
You have excellent time-management skills, being able to work well under pressure and prioritise tasks under rapidly changing circumstances.	✓	
You are an excellent listener, able to hear even what is not being said.	✓	
You are strategically minded, able to maintain long-term projects.	✓	
You have strong IT skills, with a good working knowledge of all core Microsoft 365 applications.	✓	
You have an eye for detail and a passion for excellence in your work.	✓	
You have excellent written communication skills, able to engage a variety of stakeholders.	✓	
You are familiar with traditional and innovative investment models, including social impact investing.		✓
You have line management experience.		✓
You are well networked in the UK philanthropy sector, aware of its trends and developments.		✓
You understand motivations for Christian generosity and challenges that may be commonplace within the UK Church.		✓
You have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
You will meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	

Working for Stewardship

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).

A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days per month, or as the organisation requires.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
- Hybrid and flexible working options
- Contribution to your charitable giving account
- Generous leave allowances
- Long service awards
- Participation in the Cycle to Work Scheme
- Death in Service benefit (4x annual salary)
- Option to join a Health Cash Plan
- Interest-free season ticket loan

We are a Living Wage Employer

How to apply for this role



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600, Extension 307

Email: careers@stewardship.org.uk

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