

# Job Description

## **Philanthropy Officer** **Fixed term 3 year contract**

**14 hours per week – pro rata £25,200 pa**

### **Purpose**

- To support Quartet Community Foundation (Quartet) in delivering its vision and mission.
- To support and promote effective community philanthropy by providing excellent grant-making support, assessment and monitoring together with a high-quality philanthropy advice service.

### **Main tasks**

- To maintain and provide up-to-date information and advice on Quartet's grant programmes
- To assess applications for grant programmes and make recommendations to, service and attend decision-making meetings of the relevant grant programme panels
- To maintain an active understanding of policy issues relevant to Quartet's work
- To provide philanthropy advice and support in the management of Quartet's individual, family, charitable trust and corporate funds
- To contribute to our Vital Signs work by developing your own expertise in a specific area or issue of interest to Quartet.
- To represent Quartet at events as required.

### **Other tasks**

- To work within Quartet's policy framework
- To carry out such duties, in consultation with the Philanthropy Director, as are consistent with the responsibilities of this post
- To contribute to the efficient running of the office by ensuring that phones are answered promptly and professionally, post is dealt with daily and the office is kept tidy
- To support colleagues with event planning, preparation and delivery as required.