

Philanthropy Officer

Recruitment Pack

October 2026



Contents:

- Essential Background to the Role
- About Quartet
- Staff Structure
- Our Vision, Mission and Values
- Role Description and Person Specification
- Conditions of Employment
- How to Apply

If you would like this Recruitment Pack in a different format or have any access needs throughout the application process, please contact us by calling 0117 989 7700 or emailing recruitment@quartetcf.org.uk



Essential Background to the Role:

We are looking for a Philanthropy Officer to join Quartet Community Foundation on a full-time, 35 hours per week, permanent basis. This is an exciting opportunity to play a key role in delivering high-quality philanthropy advice to donors and fund holders across the West of England.

The Philanthropy Officer sits within Quartet's Philanthropy team and reports to the Philanthropy Manager. Based at Royal Oak House in Bristol with hybrid working, the role supports Quartet's philanthropy advice service across Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire.

The postholder will work with fund holders and donors from a range of different backgrounds, support philanthropists to make impactful grants to local communities across our region, offer excellent philanthropy advice and donor stewardship.

This opportunity would suit someone who enjoys relationship-building, has strong communication and management skills, understands excellent donor stewardship, and is motivated by Quartet's mission, values and commitment to equity, diversity and inclusion.

Quartet is passionate about ensuring that our organisation reflects the diverse communities we serve. We particularly welcome applications from men and non-binary people; disabled people; people aged under 35 or 65 and over; people from Black, Mixed or other racially minoritised backgrounds; people of faith; and residents of B&NES, North Somerset and South Gloucestershire, as these groups are currently under-represented within our staff team.

If you are interested in applying, please read this pack in full and submit an application detailing your experience and how you meet the person specification.



About Quartet:

The West of England is a place that inspires people to put down strong roots and to care deeply about the issues facing people living here.

Quartet is the local community foundation for this region, covering Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. We help ordinary people do extraordinary things that make our local communities thrive and improve the lives of people who live here.

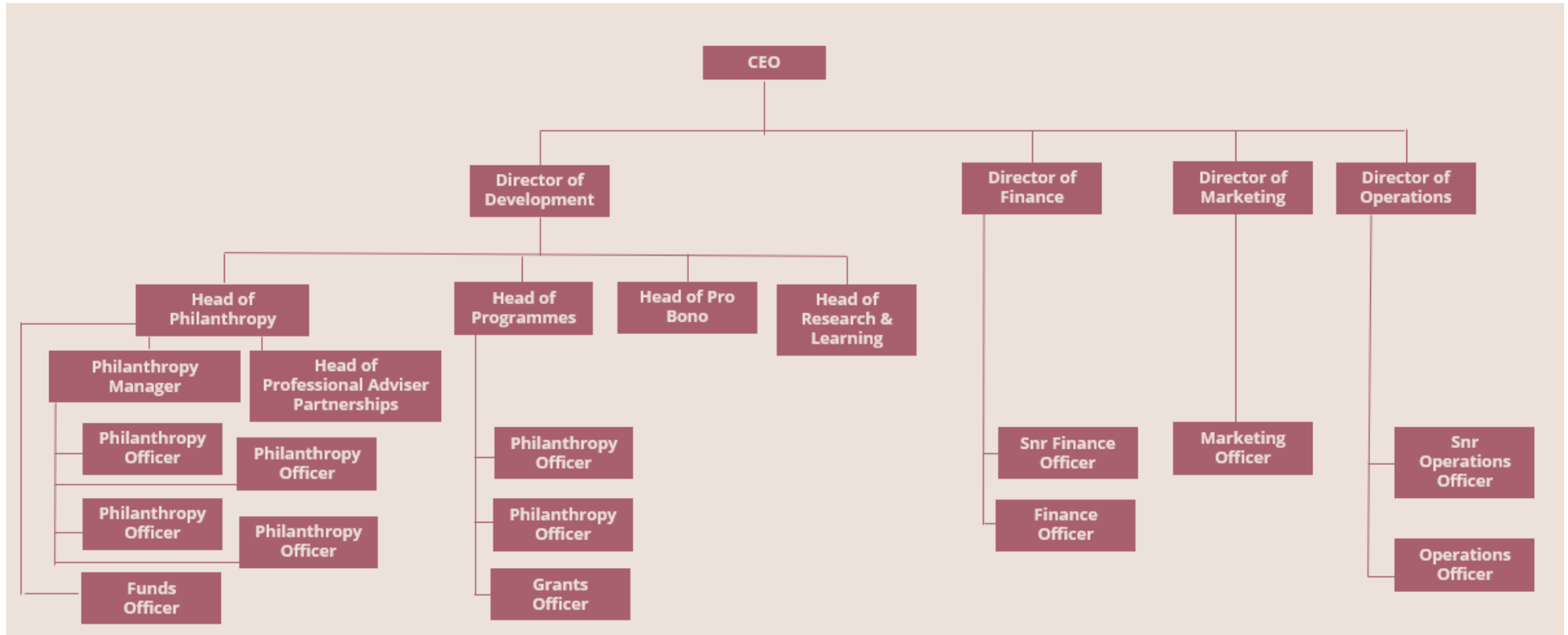
We want to see a West of England where communities are well resourced, confident and strong, where grassroots community and voluntary groups can respond to the needs and aspirations of all who live there, now and forever.

Quartet is here to inspire local philanthropy, channelling people's generosity to help our region become fairer, greener and a place for all to thrive. We do this by awarding approximately £5 million in grants each year to a wide range of local charities and community groups addressing pressing social needs. Funding for these grants comes from our growing permanent endowment fund and from "flow through" funding provided by revenue funds. We hold almost 350 individual funds.

We are part of a national network of 47 Community Foundations across the UK matching people who want to give money locally with organisations and charities working to help local communities on the ground. Our main office is in central Bristol at Royal Oak House, a 5-storey building owned and occupied by Quartet, along with 5 other independent charities (as a multi occupancy tenanted building). We have a satellite office in Bath, and we adopt a hybrid working model. We regularly travel around the West of England to meet donors and grantees.

This is an exciting time to join Quartet. We recently launched our new three-year strategy 2026-2029, containing ambitious plans to increase our impact through grant giving, strengthen our understanding of local communities and raise the profile of place-based giving. The strategy outlines how we aim to diversify and strengthen our donor base, driving increasing philanthropic giving, so that we can distribute £6.5 million in grants annually by 2029.

Staff Structure:



Our Vision, Mission and Values:

Our Vision

A West of England where local communities are well resourced, confident and strong, where community and voluntary sector groups can respond to the needs and aspirations of all who live there, now and forever.

Our Mission

To inspire people to help transform our local communities so that they become fairer, greener and a place for all to thrive, forever.

Our Values

At Quartet Community Foundation, our values shape how we work, how we build relationships and how we deliver our mission of Local Giving to meet local need. As a member of the Quartet team, you'll be expected to demonstrate our values every day:

- Communities at our heart
Funding vital work in and for the communities who need it most.
- Trusted
Inspiring trusted giving to create lasting local impact.
- Evolving
Learning and adapting, to grow for good.
- Integrity
Embodying accountability and integrity in all we do.
- Inclusive
Including and respecting everyone, everywhere.



Role Description:

Role Purpose

The Philanthropy Officer manages a portfolio of around 35-40 fundholder relationships, providing bespoke philanthropy advice and supporting donor stewardship. This is combined with supporting Quartet's grant making service through delivering the Foundation's grantmaking programmes by working with fundholders, assessing applications, supporting decision-making panels, and monitoring the progress and outcomes of grants awarded. In addition, they support in the delivery of donor engagement plans and maintain CRM records for donors and grantees.

Principal Accountabilities

1. Manage an allocated portfolio of fundholders, delivering high-quality stewardship that strengthens relationships, enhances satisfaction and retention, and maximises philanthropic impact.
2. Provide expert philanthropy advice, helping fundholders translate their values, interests and aspirations into effective, compliant grant-making strategies.
3. Maintain accurate CRM records to support excellent stewardship, reporting, continuity and regulatory compliance.
4. Identify and progress fund development opportunities by spotting prospects, supporting cultivation activities and appropriately progressing potential donor relationships.
5. Support donor engagement activities, including communications and events, by supporting the planning, coordination and follow-up to strengthen donor relationships and involvement.
6. Where agreed, contribute to grant assessment and recommendation processes, supporting timely, evidence-based decision-making and providing clear recommendations to decision-makers.
7. Support grant applicants and grant seekers, where appropriate, by responding to enquiries, providing accurate guidance and signposting, helping to improve the applicant experience.
8. Maintain an up-to-date knowledge of local social needs to inform philanthropy advice and grantmaking.
9. Undertake any other duties reasonably required, including acting as a lead contact within the Philanthropy team for agreed areas of work, in line with the level and responsibilities of the role.



General Accountabilities

1. Contribute to the delivery of Quartet's organisational strategy by carrying out responsibilities effectively and supporting agreed team and organisational goals.
2. At Quartet Community Foundation, our values shape how we work, how we build relationships and how we deliver our mission of Local Giving to meet local need. As a member of the Quartet team, you'll be expected to demonstrate our values every day:
 - Communities at our heart — funding vital work in and for the communities who need it most;
 - Trusted — inspiring trusted giving to create lasting local impact;
 - Evolving — learning and adapting, to grow for good;
 - Integrity — embodying accountability and integrity in all we do; and
 - Inclusive — including and respecting everyone, everywhere.
3. To ensure that output and quality of work is of a high standard.
4. To uphold Quartet's commitment to equity, diversity and inclusion, and to contribute positively to our climate and carbon reduction commitments through everyday working practices, decision-making and relationships with colleagues, partners and communities.
5. To support the safeguarding of children and vulnerable adults.
6. To travel around Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire and occasionally nationally in order to carry out the job requirements.
7. To take reasonable care of your own health and safety and that of others who may be affected by your work, and to work in compliance with Quartet's policies, procedures, guidance and training at all times.
8. To maintain appropriate confidentiality in relation to Quartet's business, data, donors, fundholders, applicants, grantees, staff, trustees and partners, and to handle sensitive information in line with Quartet's policies and data protection requirements.
9. To undertake any other duties that are reasonably required and consistent with the nature and level of the role.



Person Specification:

We are looking for someone who has the necessary experience, skills and outlook to lead and deliver on the responsibilities outlined above.

Please demonstrate in your application form, point by point, how you meet the essential and desirable criteria. Clearly addressing each element of the person specification will significantly enhance your chances of being shortlisted, as the panel will assess your application against these criteria.

Essential Criteria

1. At least one year of recent experience in a professional office environment, demonstrating skills relevant to the role.
2. Ability to work and build rapport with people from different backgrounds and provide excellent customer service.
3. Commitment to Quartet's values and ways of working.
4. Excellent organisation, administrative and writing skills.
5. Excellent interpersonal and communication skills.
6. Ability to manage competing priorities calmly and seek support or guidance when needed.
7. Ability to work independently as well as being part of a team.
8. Ability to analyse information and reach decisions
9. Excellent IT skills, with willingness to learn new databases and digital tools.
10. Interest in working in the Voluntary, Community and Social Enterprise (VCSE) sector.
11. Able to attend occasional meetings and events outside normal office hours, with appropriate notice and flexibility.
12. Able to travel within the region when required, with reasonable adjustments considered where needed.

Desirable Criteria:

1. Experience of philanthropy, fundraising or working in a sales environment.
2. Experience of working in the voluntary or community sector.
3. Experience of reviewing and analysing information.



Conditions of Employment:

Role

- Philanthropy Officer

Reporting to

- Philanthropy Manager

Direct reports

- None

Hours

- 35 hours, full time, permanent
- Quartet operates a hybrid working arrangement for the majority of roles, with an absolute minimum of 60% office / 40% home working. All staff are also required to be based in the Bristol office on Wednesday mornings to aid teamwork and good communication.

Salary

- £35,306 per annum.

Location:

- Bristol office with travel as required across Bath and North East Somerset, North Somerset and South Gloucestershire

Probationary period

- 6 months, during which the notice period is two weeks' written notice on either side.

Workplace pension

- Quartet operates an auto-enrolment pension scheme, with eligible employees enrolled after three months' employment. Following successful completion of the probationary period, Quartet's 6% employer contributions will be backdated to the employee's joining date.

Staff benefits

- Quartet offers a staff benefits scheme via the Hospital Saturday Fund and pays a higher entry level fee of up to £18 per employee per month.



- Employee Assistance Programme
- Cycle to work scheme

Holiday Entitlement

- 38 days' annual leave in total, made up of 25 days' holiday, public holidays, Christmas Eve, the three working days between Christmas and New Year, and one day's birthday leave.
- An additional 1 day's leave is awarded after 5 years of continuous service, and an additional 2 days after 10 years of continuous service.

Travel expenses

- Car, cycle and motorbike mileage allowance for travel in connection with work.

Subject to:

- Pre-employment reference check process and Right to Work documentation, and a Basic DBS check (upon commencement of the role)



How to Apply:

This job pack, Quartet's job application form, and our Equality and Diversity monitoring form can be downloaded from this role's vacancy page on our website.

If you would like an informal conversation about the role before applying, please email recruitment@quartetcf.org.uk or call 0117 989 7700.

To apply and be considered for interview, please send all of the following by email:

- A completed Quartet job application form, including your basic details and an explanation of how you meet the essential and desirable criteria.
- An up-to-date CV (max. 2 sides of A4)
- A completed anonymous Equality and Diversity Monitoring Form (this is voluntary)

To: recruitment@quartetcf.org.uk
Referencing: Philanthropy Officer role
Closing date: Wednesday 4 November 2026, 11am
Interviews: Thursday 19 November, Quartet office at Royal Oak House

Quartet is a Disability Confident Committed employer, which means we value recruiting and retaining disabled people. Any applicant who considers themselves to be disabled and meets the essential criteria listed in the job description is guaranteed an interview.

We will make reasonable adjustments throughout the recruitment process and, where relevant, provide continued support. To discuss any adjustments, please call 0117 989 7700 or email recruitment@quartetcf.org.uk.