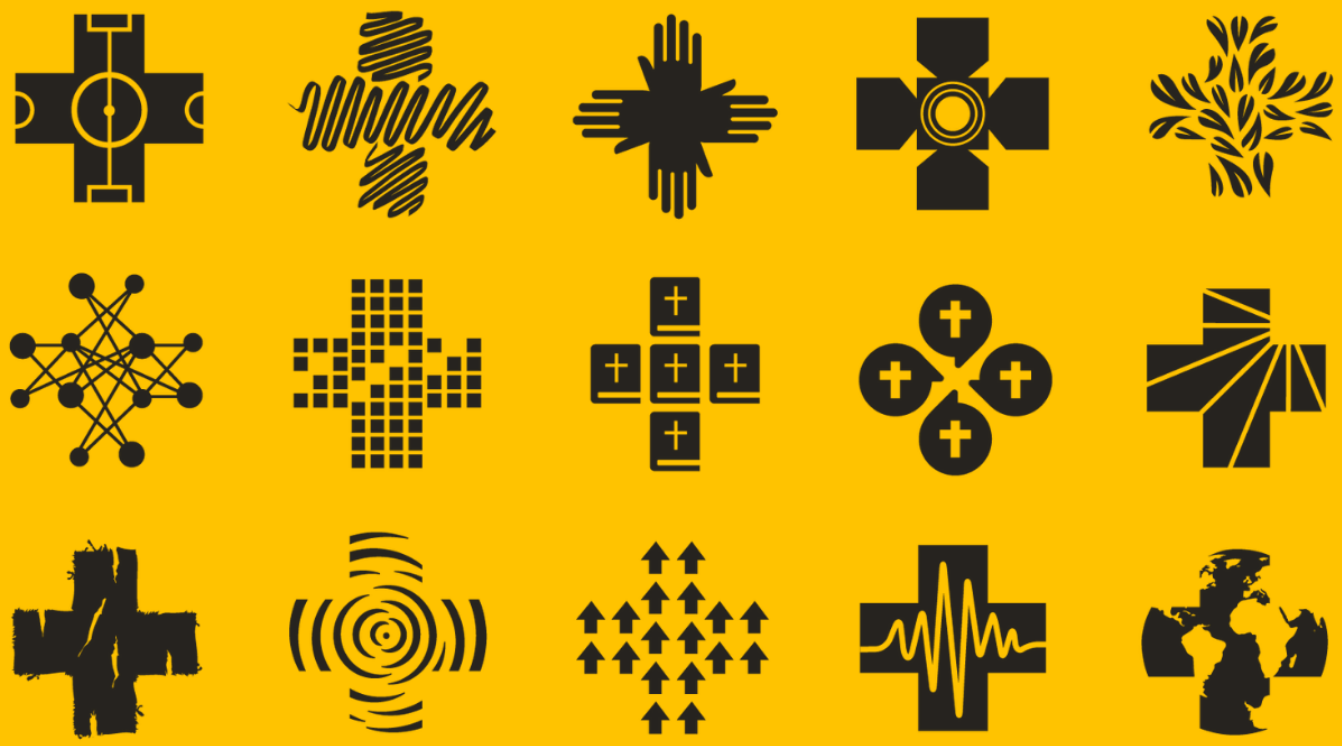
Stewardship
Active generosity

Philanthropy Development Lead

Role Description and Recruitment Pack



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Role overview

Title:	Philanthropy Development Lead
Hours:	0.6 FTE (21 hours per week)
Contract:	2 year Fixed Term
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 twice per month.
Reports to:	Head of Philanthropy
Salary:	FTE £61k - £66k p.a., depending on skills and experience (Pro-rata for 0.6, £36,600 – £39,600)
Closing Date:	30th November 2026 Interviews: 14/15th December 2026

Why this position is important to us

Stewardship has an exciting opportunity to strengthen the way we support high-capacity Christian philanthropists and families with significant or complex giving needs.

Our experience to date of serving families with complex giving needs has led us to thinking about where the service will grow next. This includes exploring a coordinated Philanthropy Office service, enhanced family governance and strategic giving support, and potential trust or foundation administration services. The purpose of the two-year pilot is to understand where genuine client demand exists, how these services should complement our current Philanthropy Fund and Donor Advisory Board (DAB) services, and which opportunities Stewardship is best placed to develop.

The Philanthropy Development Lead will provide the leadership, strategic thinking and client focus needed to turn these opportunities into well-defined and testable propositions. The role will work with a small number of highly engaged families, including existing client prospects, while ensuring that any developing proposition remains clearly focused on charitable philanthropy and operates within Stewardship's mission, expertise and risk appetite.

The impact you will have in this role

You will lead the design and delivery of Stewardship's philanthropy proposition development programme.

You will bring together client insight, philanthropy expertise, commercial thinking and operational design to develop and test services that help Christian families steward their purpose, giving and legacy. This may include coordinating support across family members, advisers, charitable structures, grant-making activity, governance arrangements, succession and next-generation involvement.

You will establish trusted relationships with participating families, enable effective collaboration across Stewardship, and develop relationships with appropriate external specialists. You will also ensure that learning from the pilot is translated into clear recommendations about service scope, pricing, resourcing, sustainability and future organisational investment.

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

Main responsibilities

The Philanthropy Development Lead is responsible for shaping, testing and evaluating new and enhanced philanthropy propositions for Stewardship. This includes, but isn't limited to, the testing of a Philanthropy Office service for existing DAB clients and thinking about how we share impact with our clients.

The role will lead a two-year pilot working with a deliberately limited number of high-capacity Christian philanthropists and families. It will explore whether Stewardship can provide an integrated, values-led philanthropy service that coordinates strategy, family governance, giving structures, advisers, grant-making and impact, while specialist or regulated advice remains with appropriately qualified external partners.

This is a development and learning role rather than the delivery of a predetermined Philanthropy Office product. The role holder will need to combine strategic proposition development with excellent relationship management and practical delivery. They will be comfortable working in an emerging context, testing assumptions, establishing appropriate boundaries and adapting the proposition as evidence develops.

Main responsibilities, to include but not limited to

Proposition development

- Lead the design and testing of Stewardship's enhanced philanthropy propositions, including a potential Philanthropy Office or Family Office Lite service and trust or foundation administration support.
- Define the purpose, target clients, scope, service boundaries and distinctive Christian value of each proposition.
- Ensure that new services complement Stewardship's existing Philanthropy Fund and Donor Advisory Board offers.
- Translate emerging client needs into clear, deliverable service models.
- Develop a phased roadmap for the pilot, including discovery, proposition design, operating-model development, delivery and evaluation.
- Keep developments focused on charitable philanthropy, with clear boundaries around regulated, investment, tax, legal and wealth-management advice.

Client relationships and pilot delivery

- Identify and engage suitable families against agreed client-selection criteria.
- Lead discovery conversations to understand each family's values, calling, giving ambitions, relationships, structures and practical support needs.

- Together with Relationship Managers, Build trusted, long-term relationships with participating family members and their advisers.
- Coordinate the development of appropriate philanthropy roadmaps, governance rhythms and tailored service plans.
- Oversee the client experience throughout the pilot, ensuring communication is responsive, clear and consistent.
- Establish clear expectations, review points and exit arrangements with pilot families.

Philanthropy strategy and family governance

- With the existing DAB team, help families articulate their philanthropic purpose, priorities and desired legacy.
- Facilitate conversations about family decision-making, succession, next-generation engagement and long-term generosity.
- Coordinate appropriate support for giving strategy, cause-area research, opportunity sourcing, grant-making and impact learning.
- Develop approaches to family meetings, decision-making frameworks and adviser convening.
- Ensure that Stewardship acts as a collaborative and complementary partner to existing family advisers rather than duplicating or encroaching on their responsibilities.

The proposition envisages support across purpose, family governance, succession, strategic giving, adviser coordination, reporting and legacy, while maintaining firm boundaries around specialist advice.

Operating model, governance and risk

- Work with Legal, Finance, Compliance, Investments, Opportunities, Customer Experience and Philanthropy colleagues to develop a robust operating model.
- Establish proportionate governance, client onboarding, approval, information-management and escalation arrangements.
- Ensure the proposition remains aligned with Stewardship's charitable purposes, policies and risk appetite.
- Identify operational, compliance, safeguarding, reputational and conflict-of-interest risks and ensure that these are appropriately assessed and managed.
- Develop clear scopes of responsibility and communication protocols between Stewardship, families and external advisers.
- Ensure additional charitable structures are considered only where there is a compelling rationale and appropriate legal and governance oversight.

Commercial and partnership development

- Lead the development and testing of pricing and fee models.
- Understand the full direct and indirect cost of serving each pilot family.
- Assess whether the proposition can be delivered sustainably without creating a disproportionate burden on existing teams.
- Identify where external partnerships could add specialist capacity or expertise.
- Select and manage appropriate external partners, with clear contractual, confidentiality and role boundaries.

- Develop options for integrating successful services into the existing Philanthropy Fund or Donor Advisory Board offer, or establishing a distinct premium proposition.

The pilot is explicitly intended to test demand, client value, servicing cost, specialist resource requirements, financial sustainability and scalability.

Insight, evaluation and organisational learning

- Establish success measures and a clear evaluation framework for the pilot.
- Track client demand, engagement, philanthropic outcomes, service quality, cost, income, capacity and organisational impact.
- Capture structured feedback from families, advisers and internal colleagues.
- Maintain clear records of assumptions, decisions, learning and proposition changes.
- Prepare concise reports and recommendations for senior leaders, the Executive Team and Council.
- Make an evidence-based recommendation on the future of each proposition at appropriate pilot review points.

Teamwork and representation

- Manage the Philanthropy Development Support role to ensure excellent coordination and administration.
- Build productive relationships across Stewardship and secure appropriate specialist input without unnecessarily drawing capacity away from existing teams.
- Represent Stewardship confidently with philanthropists, professional advisers, sector partners and other external stakeholders.
- Contribute positively to Stewardship's wider philanthropic thinking and strategy.
- Undertake other reasonable duties required to support the successful delivery and evaluation of the pilot.

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:

- Motivated by providing excellent, bespoke and agile customer service
- Energised by developing new ideas, programmes and structures
- Comfortable working in a high accountability role
- Highly collaborative, seeking the flourishing of the whole team and service
- A motivated self-starter who uses their initiative to innovate
- A practising Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

Desired skills and experience

Skills and experience	Essential	Desirable
Significant experience in philanthropy, charitable giving, family advisory work, proposition development or a closely related field.	✓	
Demonstrable experience of developing a new service, proposition, programme or operating model.	✓	
Excellent relationship-management skills, including the ability to work sensitively and credibly with high-capacity individuals, families and senior professional advisers.	✓	
Strong understanding of strategic philanthropy, grant-making and the needs of donors with complex giving arrangements.	✓	
Ability to move confidently between strategic thinking and practical delivery.	✓	
Experience of leading discovery, consultation or co-design processes and translating insight into clear propositions.	✓	
Strong commercial judgement, including experience of developing budgets, pricing models or business cases.	✓	
Ability to navigate ambiguity, test assumptions and adapt plans as evidence emerges.	✓	
Excellent written and verbal communication skills, including the preparation of recommendations for senior decision-makers.	✓	
Strong collaborative skills and the ability to work effectively across legal, compliance, operational and client-facing teams.	✓	
High levels of discretion, integrity and sound judgement when handling sensitive family and financial information.	✓	
Commitment to Stewardship's mission, vision and values.	✓	
Experience of working with wealthy families, family foundations, donor advised funds, family offices or professional advisory firms.		✓
Knowledge of family governance, succession and next-generation philanthropy.		✓
Understanding of UK charitable trusts, foundations and charity governance.		✓
Experience of coordinating lawyers, accountants, wealth advisers, investment professionals or other specialists.		✓
Experience of designing or operating a premium, high-touch client service.		✓
Knowledge of impact measurement, donor learning or philanthropic evaluation.		✓
Familiarity with the regulatory and reputational considerations associated with complex charitable giving.		✓

Experience of working within a Christian charity or faith-based context.		✓
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. There is some flexibility to work remotely, although you must be able to work in the office at least twice per month.

Q. What staff benefits do you offer?

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

- Subsidised exercise membership
- 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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