

About Philanthropy Impact

Philanthropy Impact (www.philanthropy-impact.org) is a charitable organisation whose mission is to increase philanthropic giving and social investment and to encourage impact/ESG investment. We work with professional advisors to (U) HNWI (ultra-high net worth and high net worth individuals) to grow and enhance the quality of the support they give to their clients, the UK's wealthiest individuals, around philanthropy and social impact investment.

The Training Executive's role is to support the achievement of Philanthropy Impact's vision to increase philanthropy, social investment and impact/ESG investment – more and better. This post is vital for Philanthropy Impact in our move towards being a self-sustaining social enterprise and the post holder will have the opportunity to grow the role with the successful development of the training programme. This is an exciting opportunity for someone at the start of a purpose driven career.

The Position

The Training Executive is part of a team responsible for preparing professional advisors to meet their changing client needs, including supporting:

1. Marketing and sales with a focus on identifying and generating new business.
2. Project management of the training programme and client relationships.

Position Responsibilities

- Supporting the development and implementation of an effective strategy for delivering specialised training courses for professional advisors.
- Marketing and sales of the training programmes to professional advisors and to professional advisory firms including planning, designing the marketing materials and the use of social media.
- Maintenance of relationships with professional trade associations, networks and other relevant institutions and organisations.
- Manage the day-to-day development and delivery of the training programme, including acting as a central point of contact for all things training related and coordinating the programme dates.
- Client relationship management, including creating bespoke training opportunities to meet Philanthropy Impact client and member needs.

Person Specification

- Highly organised and entrepreneurially minded.
- Demonstrable experience in long-term relationship management.
- Strong communications skills and attention to detail.
- Confident in communications including social media/digital technology.
- Demonstrable ability and willingness to work independently to tight deadlines.
- Sound IT skills (Microsoft Office), including use of technology for communication with a dispersed team and an understanding of online content development and delivery.
- Experienced in using a cloud-based CRM tool to manage relationships, budgets, and planning. (desirable)
- Minimum of 3 years' experience of direct-marketing and sales (desirable).
- A passion for inspiring philanthropy, social investment and impact/ESG investment to create a better society for all. (desirable)