

Philanthropy Executive (Trusts and Foundations) – FTC to February 2028.

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Philanthropy Executive (Trusts and Foundations)

Position in the organisation

Reports to the Senior Philanthropy Manager (Trusts and Foundations)

Member of our Trusts and Foundations team

Part of our Philanthropy team

Purpose of this role

You'll be joining Alzheimer's Society at an inflection point for dementia. Rapid advances in science and technology are generating new pioneering diagnostic tools and next-generation treatments. The evidence for risk reduction has never been stronger, and new models of care are being developed and implemented. The challenge is urgent, but the case for change has never been more compelling. It is a genuinely exciting time to work for the UK's leading dementia support and research charity.

You will sit within the Trusts and Foundations team, a key function within our broader Philanthropy team. We work with colleagues across the Society to forge lasting, meaningful relationships with many of the UK's most noted trusts and foundations. As a member of our team, you will secure grants to help fund everything from cutting-edge research trials to the next generation of Dementia Research Leaders to frontline support programmes—all in support of a world where dementia no longer devastates lives. You will play a key role in helping us to reach our team target and setting us up for longer-term success.

This is a varied and rewarding role, offering the opportunity to take ownership of your own portfolio, develop relationships with charitable trusts and foundations, and work closely with colleagues delivering pioneering dementia research and vital support services. You'll have the opportunity to see the impact of your fundraising firsthand, helping to connect supporters with the projects and people making a real difference to those affected by dementia.

Key accountabilities and responsibilities

- Build and nurture meaningful relationships with a portfolio of trusts and foundations – warm and new to the Society – through strategic cultivation/stewardship and personalised communication.
- Submit high-quality applications and reports to trusts and foundations, ensuring that all work meets the requirements to our supporters.
- Develop a strong understanding of the dementia landscape and Alzheimer's Society, including our big-ticket programmes like the Dementia Research Nurses, using that knowledge to inspire trusts and foundations to fund our work.
- Lead a dedicated fundraising campaign supporting an inspiring future Dementia Research Leader whose pioneering work focuses on frontotemporal dementia. As part of this campaign, you will take ownership of developing an annual donor plan, creating compelling fundraising materials, providing meaningful updates to supporters, and identifying opportunities to secure new funding.

- Collaborate with the other Philanthropy Executive who leads our Mid Value Trusts programme, helping to submit applications, acknowledgement letters, and support on the Mid Value mailing.
- Work closely with colleagues across Research, Services, Finance and Impact Communications to develop compelling funding proposals, gather evidence of impact and communicate the difference supporters make.
- Help organise and facilitate opportunities for supporters to engage with our work, including project visits, meetings with researchers and invitations to Society events.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Good experience in relationship fundraising (preferably trusts and foundations) or in an equivalent role e.g. client management.	A/I
Demonstrable experience writing successful funding proposals e.g. securing four- and five-figure gifts from charitable trusts and foundations.	A/I
Experience developing personal relationships with key external stakeholders.	A/I
Experience analysing and utilising financial information – including charity accounts and budgets.	A/I
Some knowledge of effective trusts and foundations fundraising and key philanthropy principles.	A/I
Experience working in a complex, multi-disciplinary organisation, preferably within the not-for-profit sector.	A/I
Motivated to make a difference for people affected by dementia.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Excellent verbal and written communication skills.	A/I
Collaborative and able to prioritise workloads effectively while remaining solution focused.	A/I
Good interpersonal skills and networking skills.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
A team player who supports colleagues and knows when to ask for help themselves.	A/I
A self-starter and motivated.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

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Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

Basic ☐

Enhanced ☐

Not Applicable ☒

Candidates - If you require further information regarding Criminal Records Check, then please contact: [**careers@alzheimers.org.uk**](mailto:careers@alzheimers.org.uk)

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: [**Employeesupport@alzheimers.org.uk**](mailto:Employeesupport@alzheimers.org.uk)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave