

## Job description

<b>Title:</b>	Partnerships and Philanthropy Officer
<b>Organisation:</b>	Bliss, the premature or sick baby charity
<b>Location:</b>	Hybrid (a minimum of three of your days over two weeks will be worked in Bliss Head Office, London SE1)
<b>Salary:</b>	£33,686 FTE
<b>Terms:</b>	35 hours a week (part-time considered)

## Role description

### Main purpose of the role

The Partnerships and Philanthropy Officer will play a key role in supporting the growth, delivery and stewardship of high-value income at Bliss. Working closely with the Partnerships and Philanthropy Manager, the Officer will help manage a portfolio of corporate partners, philanthropists, and high-value prospects, while supporting the development of new partnerships that enable greater impact for babies and families.

This role combines relationship coordination, account management, proposal support, prospect research, and operational delivery, ensuring excellent supporter experiences and contributing to the effectiveness and sustainability of the Partnerships & Philanthropy function.

### About the team and department

The Partnerships and Philanthropy Officer works within the Fundraising Department alongside Community & Events, Individual Giving, Trusts & Foundations and Fundraising Operations. The Officer collaborates regularly with colleagues across services, policy, communications and finance to support compelling propositions and impactful reporting.

### Reporting structure

Reporting to: Partnerships and Philanthropy Manager

### Key responsibilities

Strategy, Planning and Insight

- Support the delivery of the high-value fundraising strategy across philanthropy and multi-year partnerships with the corporate sector.
  - Conduct prospect and sector research to support a strong and well-qualified pipeline.
  - Assist with income monitoring and preparation of internal performance reports.
- Gather insight and data to support the Manager in strategic planning and opportunity

Portfolio Management, Relationship Building and Stewardship

- Support the management of corporate partnerships and major donor relationships, ensuring excellent stewardship and consistent delivery of agreed activities.

- Demonstrate strong account management skills, providing timely updates, clear communication, and high-quality service to senior external stakeholders.
- Draft engaging cases for support, proposals, stewardship materials and presentations tailored to partner/donor objectives.
- Apply creative thinking to develop compelling partnership ideas and value-aligned opportunities.
- Support the planning and delivery of partner/donor meetings, events, touchpoints and engagement opportunities.
- Liaise with internal teams to gather impact data, updates and stories that strengthen reporting and donor engagement.
- Maintain accurate CRM records and ensure timely logging of information, income and supporter interactions.
- Ensure compliance with GDPR, the Fundraising Regulator's Code and partnership-related requirements.

### **Team Support & Cross-Organisational Working**

- Collaborate with colleagues across Bliss to support strong partnership propositions and impactful narrative reporting.
- Ensuring that Partnership and Philanthropy pages are up to date
- Prepare meeting briefs and support senior colleagues participating in donor or partner engagement.
- Coordinate cross-team input for partnership campaigns, events or bid submissions.
- Support the delivery of cultivation, recognition and engagement activities for donors and partners.
- Contribute to cross-team projects and organisational priorities.

### **General Duties**

Carry out any other duties reasonably required by the Partnerships and Philanthropy Manager or Director of Fundraising.

## **Person Specification**

### **Skills and Experience**

- Excellent account management skills, with proven experience managing relationships with senior stakeholders.
- Strong commercial acumen, with the ability to understand partner objectives and develop mutually beneficial agreements that deliver value for Bliss.
- Confident communication skills, able to clearly and credibly articulate Bliss' work through writing, conversation and presentations.
- Strong influencing and negotiation skills, with experience working effectively with external stakeholders in a fundraising or commercial environment.
- Creative thinking and the ability to support the development of compelling proposals that reflect partner needs.
- Strong collaboration skills, knowing when to bring in colleagues and how to work effectively within a wider team.
- Excellent project management skills and reliable attention to detail.

- Ability to work under pressure and with minimal supervision, managing competing priorities and delivering high-quality work.
- Experience using databases (experience with Raiser's Edge is a plus but not essential).
- Good IT skills, including confidence with Outlook, Excel and PowerPoint.
- Strong organisational skills and ability to manage multiple deadlines.
- Understanding of ethical fundraising, GDPR and the Fundraising Regulator's Code (or willingness to learn).
- Ability to work a minimum of three days per fortnight in the London Bridge office.

### Special conditions

- Ability to work a minimum of two days per week in our London Bridge office, and to travel to partner sites as needed.
- Able to demonstrate commitment to the aims and objectives of Bliss.
- Willingness to work outside office hours and weekends on occasions.
- Willingness to undertake further training as and when required.

### Health and Safety and codes of conduct

- To carry out all work in accordance with Bliss' site health and safety policy
- To adhere to Bliss' Equity, Diversity & Inclusion Policy at all times
- To adhere to Bliss' financial monitoring processes
- To ensure compliance with the GDPR and Bliss' Data Protection Policy
- To adhere to Bliss' User Involvement policy and practice and to work closely with a range of stakeholders and users of services to best design, support and evaluate our activities.
- To undertake duties in line with the Institute of Fundraising, the Fundraising Regulator and other relevant codes of conduct.
- All employees must have a right to work in the UK.

#### Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Bliss we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role, but your past experience doesn't align perfectly with every aspect of the job description, we encourage you to apply to tell us what you can offer our organisation. You could be just the right candidate for this or other roles

## About Bliss

Bliss is the UK charity for babies born premature or sick. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life. We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research. For more information about Bliss, visit [bliss.org.uk](https://bliss.org.uk)

### Why Work for Bliss

**If you work for Bliss, you'll be part of a passionate, hardworking team who are making a real difference to the lives of babies born premature or sick.**

Bliss has around 40 staff, most of whom are based in our lovely London Bridge office, with a small number of remote staff based in Scotland and the Midlands. All of our staff work **flexibly**, with everyone able to choose when to work their hours between 7am – 7pm Monday to Friday (working days are up to 8hrs long). This means we can provide lots of options for flexible working, such as annualised or compressed hours, as well as offering roles on a job-share basis.

We really value in-person interactions, so **hybrid working** means staff work in the office for three days over a fortnight but can choose to work wherever they like for the rest of their hours. Staff are supported to work even more flexibly and can choose four weeks per year when they work fully remotely.

Our staff truly embody our **values** of being supportive, trusted and ambitious. In 2025 we asked staff about working for Bliss. **100% of staff said they are treated with fairness and respect at Bliss. 100% said they enjoyed their work at Bliss and their managers are supportive.**

Working at Bliss also means you'll leave work every day knowing that you **make a difference**. We take opportunities to share each other's successes, and we are totally focussed on understanding the needs of our beneficiaries and seeking to address them. We share our findings regularly with each other, so that we all feel **connected to the cause** and see the **direct impact** we are having.

Working for a relatively small charity, you will get a real chance to shape the agenda and be able to **take ownership of a project or task**. We can also provide lots of opportunity to work with different teams and on project and working groups, so you'll never be bored!

We are an equal opportunities employer and take pride in our collaborative and inclusive work culture. We understand that we all have different priorities at home and we therefore aim to offer a mix of financial and non-financial benefits.

Our **benefits** include financial, health & wellbeing, lifestyle and career development options:

- 34 days paid holiday (pro rata for part-time employees) including bank holidays which can be taken whenever desired [26 days of holiday plus 8 days of bank holiday]
- Additional one-off week holiday granted as a 5 years' service award
- Generous contributory pension scheme
- Interest-free season ticket loans and tax-efficient cycle loans
- Enhanced company sick pay
- Enhanced family leave pay (after minimum service)
- Neonatal leave and pay
- Paid time off for volunteering and Paid study days.
- Paid Emergency and Dependents leave

We have a relaxed work-life and dress code, offer free access to an [employee assistance programme](#) and ensure a genuine focus on ongoing [learning and development](#) for all staff, with dedicated L&D time and paid leave for personal L&D activities. Our staff are friendly and kind and enjoy [social activities](#) together in and outside of working hours.

Bliss is a London [Living Wage employer](#) and is signed up to the [Show the Salary pledge](#).

### **Accessibility Statement**

Bliss is committed to recruiting employees who reflect the diverse community we serve. We know that in order to recruit the most talented people, we need to access a wide pool of talent, and this means being as inclusive as possible in how we recruit, support and retain our staff.

Bliss recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

Some examples of our accessibility provisions for the recruitment process include:

- Step free access to the building, all key meeting rooms and bathrooms, and an accessible workstation
- Application pack in large / easy read format
- Additional time for interview tasks
- Private space for additional needs (e.g. prayer / breastmilk expression)
- Pre-interview meeting to talk through the role and person specification.

If you need any adjustments to enable you to access this job information, or the application process, please let us know.