

Dear Candidate,

Thank you for your interest in joining the Greenwood Place team.

Greenwood Place exists to enable philanthropists and foundations to do their work more effectively. We do this by providing long-term, high quality, support to those who want their philanthropy to punch above its weight. Our team, our clients and the charities that they support make up the Greenwood Place community of entrepreneurial, high impact change-makers committed to tackling social and environmental injustice. Our impact as an organisation can only ever be seen in the change brought about by the people we serve.

We spend most of our time grant-making – acting as the executive team for philanthropists and foundations who share our entrepreneurial philosophy and providing resources to organisations who deliver positive impact on the ground. We are funders, not do-ers. We create bespoke portfolios of charitable organisations for our clients and actively manage the relationships. We conduct rigorous due diligence and provide ongoing support. We also spend time supporting other philanthropists and foundations - acting as a trusted advisor and support to those who choose to leverage our experience and our network to enable them to achieve their own philanthropic goals.

Since we launched Greenwood Place in 2017, our team has directly managed over £65M of grant funding to more than 120 charities. This figure sits alongside a larger amount of grant funding and impact investment where we have acted as an adviser to our clients.

But we also turn our hand to lots of different things - hosting events, carrying out landscaping research, designing workshops, providing strategy support for charity partners, building websites.... We're a small and flexible team and our aim always is to act as a partner and advisor to our clients and the charities they support, walking alongside them and providing support as they seek to create positive change.

We are now looking to add a new person to the small, happy and highly effective Greenwood Place team. If you are interested in learning more, we would be delighted to hear from you.

With best wishes



Rebecca Eastmond, Louisa Brassey and Sonal Shah
The Greenwood Place Partners



Role Description

Role Title: Foundation Executive

Location: London, UK (you will need to be in the office at least one or two days each week)

Position Status: Full-time or Part-time, Permanent

Years of Experience: 7 years+

Salary Level: IRO £37,000-£45,000, depending on experience, plus annual bonus (bonus is based on company profit and is typically ~10% salary)

Travel: Site visits to charities are an important part of the role. These may be UK or international depending on the client grant portfolio that you are responsible for.

Key Responsibilities

The successful candidate will:

- Work with colleagues to develop client philanthropic strategies and optimise the impact of client giving - bearing in mind our collaborative and supportive approach to both clients and grantees.
- Source interesting charities, carry out detailed analysis of charities prior to funding decisions, carry out site visits (in the UK and internationally), work on factsheets, handle monitoring and reporting so that we understand the impact of individual grants and manage grant renewals.
- Build strong relationships with a wide range of people - including individual philanthropists, world-class experts and charity CEOs. Open and trusting relationships are core to the role and with that in mind you'll have experience in a client-facing role.
- Love learning - reading, attending seminars, watching documentaries - so that you can maintain an overview of the areas of need that Greenwood Place's clients are working on.
- Be able to read charity and other documentation closely and critically, to keep asking questions and to listen carefully.
- Have strong organisational skills and a willingness to roll up your sleeves and get things done.

Person Specification

This is an excellent opportunity for someone looking to apply skills that they have gained across the commercial or social sectors - or a mixture of both - to the creation of demonstrable social good.

You will be:

- Highly values-driven. Our values and our team culture sit at the heart of everything we do at Greenwood Place.
- Able to inspire commitment from both philanthropists and charities
- Comfortable and competent in closely analysing both written documentation and financial accounts.



- Confident creating accurate and clear reports on individual charities, or creating broader factsheets on areas of interest to clients.
- Happy to get involved in less glamorous aspects of the role - anything from hosting Zoom breakouts to ensuring that our CRM system is fully updated
- Confident working with people. Our work is all about relationship building - you'll need to be happy and confident in person, on the phone and on email with both clients and grantees.
- Efficient and enjoy self-managing: in our small and high-functioning team there's a lot of autonomy so you'll be comfortable working with ambiguity and asking for help where you need it. You'll be confident in finding solutions and working around any problems.
- Love learning, listening and working to understand new issue areas and new perspectives.
- The sort of person who enjoys making processes as streamlined as they can be - we take the administrative hassle away from our clients so that they can focus on the joy of giving and your work will be key to making that happen.
- Able to think bigger than your role. Eg feedback ideas to other people in the team based on what you're hearing from charities, make connections and read, listen and think beyond your day-to-day.
- Excited by our mission and the potential for philanthropy to make a significant difference in society.

Skills Profile

Excellent written and verbal communication

Able to work well in a small, committed and agile team

Experience of successfully managing high-level sales or fundraising relationships or of managing networks of diverse stakeholders

Excellent research and analysis skills

Excellent listening and questioning ability - able to build trusting relationships

Experience of successfully managing projects and processes



Greenwood Place's Values

Our values are integral to our work, our culture and the community we seek to build. They are :

- To understand the importance of both listening and leading
- To balance compassion, flexibility and rigour
- To work collaboratively and to maintain objectivity
- To act with humility and a bold, entrepreneurial spirit
- To operate in all circumstances with integrity and respect for others

Greenwood Place's Commitment to Diversity, Equity and Inclusion

We are a learning focused organisation.

We have been exploring how grant-making can perpetuate power imbalance and reinforce inequity. This has opened up important conversations about things we hadn't realised about our privilege and bias and how it shows up in our practices.

This is an ongoing journey. We are committed to reviewing and revising our internal operations, hiring and funding practices as well as our use of language. We will do more to ensure we are listening to and funding those most impacted by the problems we seek to address.

We know we may make mistakes but our commitment is to be intentional to address our flaws and redesign our own working practices within this sector.



How To Apply

Stage 1:

Applicants are requested to send the following to diane.richards@greenwood.place before the closing date for applications on **15th March 2023** :

- Your CV
- A short video or voice recording explaining why you think you would be a great Foundation Executive within the Greenwood Place team.

Stage 2:

Invited to a telephone interview with one of the GP Partners, with a written exercise to complete ahead of the interview. Phone interviews will be held during **w/c 20th March 2023**.

- Written submission: Brief analysis of a UK registered charity of your choice based on public information drawn from the Charity Commission's website and the charity's own website, as well as your own prior knowledge if applicable. We will provide a template for you to use.

Stage 3:

Invited to an in person interview with the Partners of Greenwood Place, with a second written exercise to complete ahead of the interview. Final interviews will be held in person at Greenwood Place's offices on **29/03/2022**

- Written submission: 250 word submission summarising a time when you have led or been part of of building a project or programme from the idea stage to roll-out. A good answer will clearly communicate i) the context of that project ii) the role you played in bringing it to life iii) the challenges you faced; and iv) what you learned from the experience.