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| <b>Job Title:</b>      | Deputy Director/Head of Philanthropy (or Donor Engagement) |
| <b>Department:</b>     | Philanthropy   |
| <b>Reporting To:</b>   | Director – Philanthropy                                    |
| <b>Direct Reports:</b> | 3  |
| <b>Version</b>         | February 2026  |

### Job Purpose

The Head of Philanthropy serves as deputy to the Director of Philanthropy, deputising where required and working closely on the development and delivery of The R&A's philanthropy strategy.

Specific responsibilities include The R&A Foundation's Donor Stewardship programme, including the oversight of gift operations functions; the development and management of all philanthropy communication initiatives; design and execution of philanthropy events to both develop and steward relationships with donors to The R&A Foundation; and the personal management of a portfolio of corporate donors, including the development of charity partners.

### Key Accountabilities

- Deputise for the Director of Philanthropy at events and in-person meetings, and in decision-making and project management when required.
- Work closely with the Director of Philanthropy to develop the Philanthropy department's strategic plan, resultant detailed activation plans in collaboration with other teams and allocation and management of philanthropy budget.
- Drive forward and oversee the delivery of the philanthropy teams plans and operations across the full range of The R&A's work.
- Responsibility for donor stewardship and maintenance of high rates of donor renewal and retention.
- As a senior representative of The R&A and R&A Foundation, play an important role in building awareness of purpose and activities with both internal and external audiences across the golf industry.

### Communications

- Create a communication strategy that will inspire support for The R&A Foundation across key audiences for diverse fundraising projects, while aligning with, and maximizing opportunities derived from, broader R&A strategies and activities.
- Work closely with internal colleagues to develop and build multiple communication channels that will build knowledge and understanding of The R&A Foundation aims and through close co-operation with wider R&A colleagues, the integration of philanthropy messaging and news within the broader R&A context.
- Identify and manage external agencies, and co-ordinate and maximise internal resource and opportunities to develop and deliver inspirational, engaging and informative materials for use in all fundraising activities, appropriate to diverse audiences and purposes, across print, online and digital.

- Working within The R&A's brand, development and ongoing management of The R&A Foundation brand so that it has a distinct identity that serves The R&A's charitable activities, building awareness, interest and warmth.

#### Events

- Create an integrated events strategy which will drive and support the philanthropy strategy worldwide – to both steward and develop new donor relationships.
- Design, oversee and evaluate events to drive fundraising and donor stewardship, utilising high profile ambassadors, internal resource and managing external contractors where necessary to deliver compelling events of the highest standard and manage and maximise follow-up opportunities.

#### Fundraising

- Work with the Director of Philanthropy and Philanthropy Manager to develop fundraising plans and manage their implementation, working closely with internal colleagues and Advancement Committee and advocates for philanthropy and The R&A Foundation.
- Creation and activation of a corporate charity partnership fundraising model; from recruitment of charity partners to ongoing management of relationships to maximise income, events and communication opportunities.
- Development of fundraising plans and approaches to corporate donors, working closely with internal colleagues to identify and engage with appropriate potential supporters, working to pre-defined targets for contact, conversion and philanthropic income.

#### Gift Operations

- Oversight of development and maintenance of philanthropy's CRM system
- Oversight of development of digital and online donation functionality across all jurisdictions (legal, currency etc), working closely with Finance team and boards of international foundations.
- Accountability for adherence to GDPR and other legal and governance processes as applied to philanthropy operations and fundraising best practice.

#### Resource

- Development and ongoing management of a philanthropy's operational budget.
- Lead, develop and provide day-to-day line management to Philanthropy Manager (Fundraising), Philanthropy Executive and Philanthropy Administrator.

## Expertise

- Extensive experience of relationship management, preferably within golf/sport or other charity.
- Expertise and experience in negotiating and securing six figure+ levels of financial support – philanthropic and/or corporate.
- Experience of high quality event management, preferably within golf/sport.
- Advanced knowledge and experience of marketing communications across all media.
- Excellent influencing and leadership skills, used to engage both internal and external stakeholders and support and develop team members
- Knowledge of fundraising best practice, charity law and GDPR; and tax-efficient giving across key fundraising markets (UK, North America and key markets in Asia).
- Understanding of the need for due diligence and exceptional donor care
- Excellent written and verbal communication skills
- Keen eye for detail
- Excellent inter-personal skills

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.