



HIGH VALUE EXECUTIVE (fixed term)

Location: Flexible remote with regular presence at our office in Horsham, West Sussex, for monthly team meetings and attendance at ad hoc meetings/events at various locations as required

Full-time 35 hours per week. This is a maternity cover role for c.12 months to start early March 2026.

Reports to: High Value Relationship Manager (fixed term)

Salary £28,500 - £31,000 per year, depending on experience

About the Charity

Born Free works tirelessly to ensure that all wild animals, whether living in captivity or the wild, are treated with compassion and respect and can live according to their needs. As a leading wildlife charity, we oppose the exploitation of wild animals in captivity and campaign to keep them where they belong – in the wild.

We promote Compassionate Conservation to enhance the survival of wildlife, especially threatened species in the wild, and to protect natural habitats while respecting the needs and safeguarding the welfare of individual animals. We seek to positively impact animals in the wild and protect their ecosystems in perpetuity for their own intrinsic value and for the critical roles they play within the natural world.

Set up initially as Zoo Check in 1984 by Bill Travers, Dame Virginia McKenna, and their son Will Travers, Born Free works tirelessly to prevent captive animal suffering and phase out zoos. Will continues to lead the organisation as Executive President, and Virginia remains active on the Board of Trustees, working closely with the team to share our vision and programmes on public forums.

The Opportunity

As our High Value Executive, you will work closely with the High Value Relationships team across philanthropy, corporate and event fundraising. Approximate split is 45% philanthropy, 45% corporate and 10% events.

This role requires a candidate with strong relationship management, communication and organisation skills, who is able to work across a range of relationships and activities concurrently. You will also ideally have previous experience of managing projects, campaigns or other cross-team collaborative activities, and of using creative packages to produce engaging presentations and reports.

The High Value Executive (fixed term) role forms part of the maternity cover arrangements within the High Value Fundraising team, while our Philanthropy Manager is on leave.

Philanthropy

You will assist the High Value Relationships Manager and the Head of High Value Relationships with research to create a prospect pipeline. For existing high-value supporters, you will ensure excellent stewardship by maintaining records and reporting and assisting with thanking, impact reports and proposals.

Corporate

You will contribute to building long-term, sustainable and mutually beneficial relationships with businesses. You will be responsible for assisting the High Value Relationship Manager in providing high-quality account management to Born Free's growing portfolio of corporate partners and supporting the High Value Relationships Manager and Head of High Value Relationships in developing new business to increase our income and impact.

Events

You will attend Born Free events (4-5 per year) where you will be confident in networking with high-value supporters and, in the lead up to the events, help, when needed, with sourcing prizes for raffles and auctions.

The Role

The High Value Executive will be energetic, proactive and collaborative, and keen to develop their knowledge of corporate, philanthropy and event fundraising. Key tasks will include:

Philanthropy

- Records and reporting: Update philanthropic supporters' and prospects' records on Raiser's Edge (the CRM system). Maintain accurate systems for recording and reporting on activities. Work with our Database and Insights Manager to create reports for appeals and mailings.
- Database insight: Regularly review income reports to find new leads and prospects.
- Impact reports: Support the team with writing, sourcing imagery and producing impact reports for donors and provide ad-hoc updates on projects. Keeping SharePoint up to date with any new documents.
- Mailings and communications: Assist with the production of mailings relating to philanthropic appeals, newsletters, recognition and thanking.
- Prospect research: Undertake prospect research through public sources to inform plans and decision-making.
- Due diligence. Conduct due diligence checks on individuals donating significant gifts, always referring to Born Free's Ethical Fundraising Policy.
- Donor biographies: Research major donors prior to meetings and provide biographies to relevant staff members ahead of events.

Corporate

- Assist the High Value Relationship Manager in day-to-day partner engagement by taking notes during meetings, coordinating follow-ups, and supporting the delivery of partnership activities.
- Account manage a number of smaller corporate accounts.
- Work with the High Value Relationship Manager and colleagues across Born Free to ensure the timely activation of partnerships, in particular, by working with the communications and programmatic teams.
- Keep account plans up to date and relevant internal stakeholders informed of key partnerships.
- Undertake prospect research across partnership relationships, including through online research, direct outreach and by suggesting new and innovative ways to identify, deliver and develop new and existing partnerships.
- Undertake due diligence of all potential partners to ensure they meet Born Free's Ethical Fundraising Policy requirements.
- Ensure Raiser's Edge and SharePoint are up to date and accurate for your areas of work and that finance procedures are adhered to for all contracting and invoicing.

Events

- Attend events, including the annual ball and high-value cultivation events.
- Assist the Events Manager in sourcing prizes for raffles, auctions, etc and event preparation as required.
- Assist the Events Manager with follow-up thanking and admin tasks, post events.
- Help to keep Raiser's Edge and SharePoint up to date.

The successful candidate should ideally demonstrate the following attributes:

- A minimum of one year in a relationship management and/or fundraising-related role
- Strong interpersonal and account management skills
- Strong timekeeping skills and highly organised, with the ability to plan, prioritise and meet concurrent deadlines
- Professional with strong presentation and communication skills, including use of design programs to create visually impressive pitches, proposals and reports
- A "can do", flexible approach, comfortable working in a busy, fast-paced team
- Strong attention to detail, able to notice errors in written information
- Proficient with Microsoft computer packages and other digital technology, including CRM systems and online meeting platforms, and use of the internet for research purposes
- A team-minded approach - taking others on the journey with you and sharing knowledge/expertise for the benefit of the wider fundraising team and organisation
- Celebrates success
- Solutions-focused. Resilient in the face of setbacks and challenges
- Strong empathy and engagement with the work of Born Free, and the desire to drive it forward, bringing energy and determination to its mission.
- After induction, be able to effectively communicate, orally and in writing, the charity's animal welfare and wildlife conservation priorities, and enhance the brand's popularity and understanding at every opportunity.

Our excellent benefits package includes opportunities for continuous professional learning, a generous annual leave entitlement, working from home with regular team meetings to help you maintain a healthy work-life balance, wellbeing support, and a competitive pension.

Born Free is an Equal Opportunities employer and positively encourages applications from suitably qualified and eligible candidates, regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We welcome requests for flexible working.

To apply, please send a CV and cover letter to bornfreehr@omnygroup.co.uk, and include HVE-2026 in the subject of your email. **The closing date for applications is midnight on Wednesday, 7th January 2026.** Virtual interviews will be held on Monday, 19th January 2026.

You must have the right to work in the UK. Born Free politely requests no contact from recruitment agencies or media sales. We do not accept speculative CVs from recruitment agencies nor accept the fees associated with them.

Thank you for your interest.