



JOB DESCRIPTION

Job Title	Philanthropy officer
Location:	33a Islington Park Street, London N1 1QB
Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Lebanon.
Job Purpose:	As a part of the Philanthropy Team, you will be responsible for raising major income from individuals, trusts and companies by identifying and cultivating contacts; soliciting and stewarding gifts; and organising bespoke events (including occasional programme visits).
Salary	£34,574
Hours	Full time
Reporting To:	Philanthropy and Development Manager
Responsible for	Volunteers (when applicable)
Key Internal Relationships:	Philanthropy team; Wider Fundraising team; SMT; Overseas Staff; and all UK teams.
Key External Relationships:	Major donors, trusts, companies, prospects both in the UK and International
Contract	Permanent

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

1. Duties and key responsibilities

Donor Stewardship and Reporting

- Research, manage and develop relationships with a portfolio of donors, informing, educating, and inspiring them about MAP's work and asking them for donations either directly in the application or by facilitating asks by peers.
- Ensure that all major givers in the assigned portfolio are provided with the highest level of stewardship and take responsibility for contacts and annual work plan.
- Responsibility for the fulfilment of MAP's Mid-Value programme, including thanking, stewardship, and potential gift up-lift.
- Responsibility for fulfilment of MAP's bi-annual small trusts, mailing growing income from existing trusts and foundations.
- Ensure the upkeep of a database and filing system for all existing and prospective donors.
- Provide regular reports to Philanthropy and Development Manager.
- Develop relationships with Trustees, Patrons and other ambassadors of MAP where appropriate.

Events

- Support in the development of Philanthropy team events, including dinners, receptions, and donor field visits, as part of a project team
- Ensure that appropriate donors/prospects are invited to cultivation and ask events and to attend these events in the UK.
- Research
- Proactively identify, research, and develop prospective major givers.

General

- Work closely with the Philanthropy team and other colleagues to maximise all opportunities and support a dynamic, successful, and professional team
- Ensure that data security is maintained and that legal and regulatory requirements are fully complied with.
- Undertake other tasks, when necessary, to achieve the team's and the organisation's overall objectives.

2. General Responsibilities

- Support the mission, ethos, and values of MAP. Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of MAP's work.
- Represent and be an ambassador for MAP.
- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations, clients, staff, and MAP data.

PERSON SPECIFICATION

Experience

- Experience / good understanding of major donors, trusts, and corporate fundraising. Experience in securing high-level gifts from UK-based and overseas major donors and/or trusts is desirable.
- Driven, proactive and externally focussed, able to spot and create opportunities.
- Experience in stewardship and cultivation events.
- Experience in prospect research is desirable.
- Experience in writing & presenting cases for support, letters, and reports.
- Ability to proactively prioritise and work on numerous projects simultaneously.

Skills and abilities

- Strong interpersonal skills
- Self-motivated and proactive in seeking out answers to problems.
- Ability to deal with information in a confidential manner and respond with sensitivity.
- Ability to confidentially deal with all levels of staff and internal/external key stakeholders with integrity.
- Strong attention to detail
- An understanding of overseas development issues is desirable.
- Knowledge of the Palestinian cause is desirable.

Education/training

- No specific qualification is required, but evidence of recent continuing professional development in an area relevant to the post will be required.
- Knowledge of UK & overseas markets, especially humanitarian issues and funding is desirable.

Personal attributes and other requirements

- Commitment to personal learning, development, and improvement in pursuit of own objectives and those of the team and organisation
- Ability to work weekends/evenings on occasion to support events and other activities in the UK and to travel overseas where necessary.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to MAP's aims and values