



## JOB DESCRIPTION

<b>Job Title</b>	Philanthropy and Development Manager
<b>Location</b>	33a, Islington Park Street, London N1 1QB
<b>Mission</b>	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.
<b>Job Purpose</b>	Develop, implement and maintain MAP's Philanthropy strategy to accelerate the growth of major donor income stream to achieve long term, sustainable income growth within the UK and abroad. Work with the Director of Fundraising and Senior Management Team in developing pipelines and delivering income growth of institutional donors.
<b>Hours</b>	Fixed term – 1 year
<b>Salary</b>	£37,740
<b>Reporting to</b>	Director of Fundraising
<b>Responsible for</b>	2 Development Officers – Major Donor Officer and Trusts and Foundations Officer
<b>Key Internal relationships</b>	Fundraising team; CEO; Trustees; SMT; overseas teams; volunteers  Major donors; patrons; trusts & foundations; companies; VIP supporters; specialist advisors and agencies.
<b>Contract</b>	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.



Over the past 3 years we have grown into a £10m+ organisation so this is an exciting time to be joining MAP's dynamic fundraising team. You will play a crucial role in expanding our impact by helping to raise funding for our existing projects, and for the further development and growth of the organisation. We are looking for a proactive, experienced, and motivated individual with a successful track record of leading and developing philanthropy programmes who can motivate the team in achieving ambitious income targets. As an integral part of the MAP team, you will be energetic and creative, bringing strong knowledge and leadership to the team.

This is a great opportunity for a results-driven philanthropy manager who is passionate about working for the health and dignity of Palestinians to join a fun, dedicated, and ambitious team.

### **Duties and key responsibilities**

- Develop and lead the philanthropy programme to secure income from active and cold audiences, with a focus on high net-worth individuals, new trusts and foundations
- Drive new business and prospecting to establish your own portfolio of major donors, giving £20,000+ per annum
- Identify new channels to grow major donor prospects/connections outside of the charity's existing networks
- Lead a strategy to maximise income from all major giving areas, seeking relevant opportunities and pursuing these opportunities to their full potential
- Develop and deliver tailored solicitations and stewardship plans, proactively improving knowledge capture and MAP's understanding of supporters
- Identify, research and cultivate leads to build a strong pipeline of prospects that will have a significant positive impact on income
- Develop and implement a range of cultivation tools
- Monitor, review and evaluate performance against strategic and operational plans, reports and financial forecasts
- Manage, develop and motivate a dedicated development team and work collaboratively across fundraising and the wider organisation.

### **General Responsibilities**

- Support the mission, ethos and values of MAP
- Carry out other associated duties in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Share knowledge, specialist expertise and best practice with the wider team
- Represent and be an ambassador for MAP
- 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 and or clients or staff and MAP data



## **PERSON SPECIFICATION**

### **Experience**

- Substantial experience of working in a donor focused organisation, with a record of achievement in major donor development and proactively securing commitment from supporters
- Strong experience of managing and developing teams
- Personal experience of securing and supporting donations (at a five/six-figure level) from major donors by producing high quality, compelling written and creative materials
- Experience of using databases as a planning, communications, and analysis/reporting tool

### **Skills and abilities**

- Excellent interpersonal skills, with experience of developing effective relationships
- Ability to distil, summarise and sell complex contextual and programme information into proposals for a wide range of audiences
- Effective, compelling communication skills (including writing, proof reading and copy-editing) with excellent networking and influencing skills
- Excellent writing, proof reading and copy-editing skills
- Strategic thinking and ability to manage and prioritise several projects and tasks
- Team working in an open, able and willing manner to deliver beyond a personal brief
- Ability to analyse data and market intelligence and present it in a clear and usable form
- Excellent project and budget management and resource control skills

### **Knowledge**

- Knowledge of philanthropic trends across the UK and abroad, and the ability to identify new opportunities
- Good understanding of legal and regulatory issues relevant to fundraising, marketing and charitable giving, including GDPR and data protection

### **Education/training**

- Evidence of recent continuing professional development in an area relevant to the post

### **Personal attributes and other requirements**

- Commitment to anti-discriminatory practice and equal opportunities
- An ability to apply awareness of diversity issues to all areas of work
- Commitment to the values and ethos of MAP
- Able to travel occasionally to Lebanon, occupied Palestinian territory and Israel
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends