



## **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 fundraising across Major Donors, Trusts and Foundations income streams to achieve long term, sustainable income growth within the UK. Work with the Director of Fundraising and Senior Management Team in developing pipelines and delivering income growth of institutional donors.
<b>Hours</b>	Full-time
<b>Reporting to</b>	Director of Fundraising
<b>Responsible for</b>	2 Development Officers – Major Donors and Trusts and Foundations
<b>Key Internal relationships</b>	Head of International Fundraising; 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.



## **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 and new trusts and foundations
- Lead a strategy to maximise income from all major giving areas and events, seeking relevant opportunities and pursuing these opportunities to their full potential.
- Carry out in-depth research, both internally and externally, obtaining relevant information that can contribute to proposals, applications, engagement opportunities and fundraising communications
- Develop a plan to integrate and engage with MAP patrons and ambassadors across all MAP programmes
- Develop and deliver tailored solicitations and stewardship plans, proactively improving knowledge capture and our understanding of supporters through building strong relationships with them
- Identify, research and cultivate leads to build a strong pipeline of prospects that will have a significant positive impact on income over the current and future financial years
- Develop and implement a range of cultivation tools
- Manage and develop a database of contacts through planning, communications and analysis/reporting tools to support objectives
- Liaise with the Database Manager to ensure all major donor information is accurately recorded on Raisers Edge and up to date
- Monitor, review and evaluate performance against strategic plans, reports and financial forecasts to an agreed timetable
- Management and development of staff and volunteers as appropriate
- Undertake other responsibilities, tasks or activities as reasonably required

## **General Responsibilities**

- Support the mission, ethos and values of MAP
- Carry out other associated duties as may arise in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work
- Share knowledge, specialist expertise and best practice with the wider team, as well as other staff across the organisation as needed



- Represent and be an ambassador for MAP
- Be flexible and carry out other associated duties as they 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 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, trusts and foundations, events management and VIP liaison
- Strong experience of managing Patrons or equivalent groups/schemes and/or senior level Fundraising Development Boards
- Strong experience of managing and developing staff
- Substantial personal experience of securing and supporting donations (at a six-figure level) from major donors and trusts and foundations by producing high quality, compelling written and creative materials
- Successful track record of achieving income targets by proactively seeking and securing commitment from supporters
- Experience of using relational databases (preferably Raiser's Edge) as a planning, communications, and analysis/reporting tool

### **Skills and abilities**

- Excellent interpersonal skills, with experience of forming and maintaining effective relationships and motivating a range of individuals
- Ability to distil, summarise and sell complex contextual and programme information into inspirational case studies and conversations, both verbal and written, for a wide range of audiences, including at the highest level
- Strategic thinking with experience in developing complex funding proposals
- An ability to manage several projects and tasks at the same time and to prioritise where required
- Team player. Someone who is open, able and willing to deliver beyond a personal brief
- An excellent communicator with a proven ability to distil information analysis and market intelligence into clear, usable and compelling written and oral reports
- Strong IT, administrative, and database skills



### **Knowledge**

- Excellent project management; budget management and resource control skills
- Knowledge of philanthropic motivations and trends in philanthropy fundraising across the UK, and the ability to be able to identify and exploit new opportunities to a successful conclusion
- Excellent writing, proof reading and copy-editing skills
- Good understanding of legal and regulatory issues relevant to fundraising, marketing and charitable giving, including GDPR

### **Education/training**

- No one specific qualification is required but evidence of recent continuing professional development in an area relevant to the post will be required

### **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
- Prepared and able to travel occasionally to Lebanon, occupied Palestine territories and Israel
- Able to work flexibly in emergencies and to meet specific deadlines including some evenings and weekends