



Marie Curie Job Description

Job title:	Philanthropy Lead
Department:	Philanthropy and Partnerships
Location:	Hybrid, with requirement to be in a Marie Curie Office at least 2 days per week
Reports to:	Head of Philanthropy
Accountable for:	
Grade:	E

Job Purpose

Marie Curie is the UK's leading end of life charity, operating in all four nations. We are here to support everyone in the UK through all aspects of dying, death and bereavement, and to fight for a society where everyone gets to have the best experience possible at the end of their lives. Marie Curie Nurses, Hospices and Support Line provide frontline care and support.

Philanthropy is a key driver of growth, and we aim to significantly increase our philanthropy income in all four nations from under £1 million to over £10 million in the next five years, representing approximately 40% growth pr annum. The team will secure and develop bespoke relationships with high-net-worth individuals to raise income, influence, and awareness. The team works holistically across the Philanthropy and Partnerships team and wider fundraising and non-fundraising departments, and with senior volunteers, and trustees to leverage relationships.

We are seeking a dynamic Philanthropy Lead to join our fantastic Philanthropy team to support this growth plan. The Philanthropy Lead will develop a personal portfolio of prospects and lead on building relationships with new potential donors to secure five and six figure donations.

A proactive individual with proven experience in relationship management and donor acquisition, the Philanthropy Lead will work with the Head of

Philanthropy to drive the delivery of a donor centric strategy to secure substantial financial support for Marie Curie by cultivating new and existing donor relationships and networks.

Job Summary

As the Philanthropy Lead, you will secure substantial financial support for the organisation by cultivating and maintaining relationships with major donors. You will also secure and manage a pool of HNWI prospects and key influencers.

You will be responsible for a personal pipeline of prospects with the capacity to give significantly towards Marie Curie's work and work with key stakeholders to solicit and close gifts, as necessary.

The Philanthropy Lead will develop strategic relationships with new and existing High Net Worth Individuals and deliver excellent stewardship and cultivation to deepen donors experience and relationships with Marie Curie.

Key Relationships

Internal: Philanthropy and Partnership team, Philanthropy Leads for the Nations, Managing Director England, wider Fundraising department team members, Finance department, Case for Support team, Caring Services delivery teams.

External: Senior Volunteers including Patrons and Development Council/Board Members, Individual Major Donors and Prospective High Net Worth Individuals and their representatives.

Accountabilities (Duties & Responsibilities)

Leadership

- Support the Head of Philanthropy to plan, deliver and implement the Philanthropy strategy.
- Develop supportive relationships with senior leadership and senior volunteers, working collaboratively to identify potential donors and ensure the most effective approaches are made to secure funds.
- Add value to team activities by sharing skills and experiences of major gift fundraising, from HNWI individuals and demonstrate the ability to network, negotiate and influence at the highest levels.

Building relationships with existing and new HNWI donors

- Personally generate income with a focus on securing five and six figure donations from HNWI by personally initiating and developing long term relationships with current and prospective supporters of Marie Curie.
- Identify, research, cultivate and manage a portfolio of qualified individual prospects and donors across England.
- Design and implement tailored solicitation plans for each donor to increase their involvement with, and commitment to, Marie Curie.
- Manage a calendar of approaches and donor interactions, ensuring that timetables are met.
- Initiate contact with donors through face-to-face meetings, telephone calls, events or engagement opportunities, written communications and project visits.
- Develop compelling, well written propositions for funding opportunities on priority funding projects.
- Prepare briefings and pitches for donor meetings and make face to face 'asks', often managing the involvement of senior leadership and senior volunteers in meetings as appropriate.
- Deliver and maintain excellent stewardship for donors, providing regular project feedback/communication.
- Reflect on research profiles in order to create informed development plans for prospects involving senior leadership and volunteers appropriately.

Developing and managing key relationships:

- Work with the Senior Leadership Team and other key stakeholders to ensure that they are appropriately briefed and supported when planning and executing approaches to prospective and existing HNWI donors, as appropriate.
- Demonstrate exemplary teamwork, sharing experience and knowledge with others and offering support within and across teams to enable the solicitation of high value gifts and in utilising the charity's extensive networks to maximise income for endorsements and solicitations.

Monitoring and Tracking

- Effective use of the CRM system to track and estimate future income, to measure actual income and ensuring visibility of the role's contribution to the Philanthropy Team's income target.
- Manage pipeline through moves management tracking, which is monitored via monthly reports and regular meetings.
- Build and maintain strong and effective working relationships with key contacts across Marie Curie, in Caring Services, and service delivery colleagues, to aid the development of activities and inform decision making.

- Responsible for meeting annual financial and non-financial targets as agreed with line manager.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds, or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times.
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning, and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



**Marie Curie
Person Specification**

Job title: Philanthropy Lead

Criteria	Essential	Desirable	How assessed
Experience	<p>Significant experience of fundraising, especially with Major Donor Fundraising.</p> <p>A track record of asking for, negotiating, and securing 5-6 figure gifts.</p> <p>Experience of developing excellent working relationships with senior stakeholders both internal and external.</p> <p>Experience of working within moves management structure.</p>	<p>Working with Senior Volunteers.</p> <p>Working within a large complex charity or similar organisation.</p>	<p>On CV At Interview</p>
Skills/ Abilities	<p>Able to produce consistently high quality, imaginative and compelling written materials, proposals, letters, and pitches.</p> <p>Ability to demonstrate understanding of the needs and interests of major gift donors and where those skills have been used in order to develop and strengthen relationships.</p>		<p>On CV At Interview</p>

	<p>Excellent written and oral communication skills – confidence in dealing with people at all levels, demonstrating professionalism and diplomacy.</p> <p>Demonstrated success in initiating contact/making cold calls.</p> <p>Strong organisational skills and the ability to prioritise activities and focus on detail.</p>		
Knowledge	<p>Demonstrate understanding and experience of soliciting, cultivating and stewarding potential and existing donors.</p> <p>Knowledge of the philanthropic landscape in England.</p>	<p>Understanding of the different methods of fundraising i.e. Corporate, Direct Mail, Special Events, etc</p>	<p>On CV At Interview</p>
Qualifications, training and education	<p>Evidence of commitment to continued professional development.</p>		<p>On CV At Interview</p>
Other requirements	<p>Ability to occasionally travel across England and the UK.</p> <p>Willingness to work occasional unsocial hours.</p>		<p>On CV At Interview</p>

Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.