Job Description

Post	Philanthropy Manager (permanent, full-time)
Job Ref	F/27
Location	Flexible (will require travel to Edinburgh & London)
Department	Income Generation
Reporting to	Head of Philanthropy and Strategic Partnerships
Responsible for	Philanthropy Officer

Job Summary

The Philanthropy Manager role is a senior fundraising position at Myeloma UK, responsible for developing, delivering and growing our mid-level and major donor programme.

Myeloma UK has a strong community of existing mid-level and major supporters, and this income area has significant growth potential. We have identified further potential mid-level and major donors within our wider individual giving supporter base, and this role is responsible for leveraging these opportunities to grow and maximise income. The Philanthropy Manager is also responsible for developing peer-to-peer giving, and working closely with the Special Events Manager to develop cultivation and income generation opportunities with current and prospective major supporters.

The role requires outstanding relationship building skills, the ability to develop compelling cultivation strategies, and influencing skills to build credibility and trust and inspire support for Myeloma UK.

The Philanthropy Manager will play a vital role in implementing new ways of working to ensure we are identifying, qualifying, cultivating, stewarding and nurturing all our relationships to build a sustainable major donor income stream. This will involve working closely with senior colleagues, Trustees and other volunteers to build deep and long-lasting donor relationships. The role also works closely with colleagues in the Fundraising team responsible for income generation from trusts and foundations, the corporate sector, special events, individual giving and community fundraising.

The role is responsible for securing mid-level (£1k+) and major gifts (£10k+) from for a range of programmes, including patient and family support, research and advocacy. It requires collaborative working with colleagues across Myeloma UK to identify fundraising priorities, and strong written communication skills to develop compelling fundraising proposals. The role manages the Philanthropy Officer who oversees the mid-value giving programme and together with them is responsible for delivering thanking, stewardship and recognition for all high-value supporters.

Key deliverables

1. Secure high value restricted and unrestricted donations to support Myeloma UK's vital work

- Identify, approach, qualify, cultivate and convert new major donor prospects
- Provide high level of stewardship for existing major donors to retain and grow their support where possible.
- Manage and support the Philanthropy Officer to develop and deliver mid-level giving
- Manage a dedicated portfolio of major donors and develop tailored cultivation strategies for each using a range of engagement methods. Involve members of the Executive Leadership team, Senior Management Team, Trustees and other volunteers as appropriate to maximise donor engagement and relationship building
- Adopt a highly personalised relationship management approach, meeting with donors in person and online and at events, and inspiring them to support Myeloma UK
- Write high quality, persuasive donor proposals, comprehensive prospect briefings and impactful stewardship reports, bespoke to each supporter
- Together with the Philanthropy Officer and Supporter Care team, develop and implement a thanking, stewardship and recognition programme
- Work collaboratively with colleagues in the wider fundraising team – Individual Giving, Community Fundraising, Legacies and In Memory to identify new prospective donors to build a sustainable prospect pipeline
- Work with the Special Events Manager to create a programme of cultivation and stewardship events to deepen relationships with major donors
- Work with the Supporter Care Team, to ensure that all major donors are thanked appropriately, and tailored stewardship plans are created and implemented
- Maintain donor records in the charity's CRM (Raiser's Edge) in line with Myeloma UK's processes

2. Contribute to the development and implementation of the Philanthropy and Strategic Partnerships fundraising plan

- Develop and deliver a creative and innovative strategy and plan for mid-level and major giving to deliver continually growing income

- Contribute to the identification of fundraising priorities and develop compelling fundraising propositions and cases for support

- With the Head of Philanthropy and Strategic Partnerships, build strong relationships with key stakeholders involved in major donor relationships such as Executive Leadership, Senior Management Team, Trustees and other volunteers, and provide advice and expertise to build their understanding of best practice major donor management

- Contribute to the Fundraising Team's test and learn ethos to continually innovate our major donor programme

3. Other fundraising responsibilities

- Keep abreast of relevant legislation, emerging trends and best practice and work with the Head of Philanthropy and Strategic Partnerships to ensure the necessary internal policies, procedures and guidelines in place

4. Training and support

- Identify opportunities for training, coaching and other personal development for you and the Philanthropy Officer to continually develop your skills and knowledge

- Contribute to the fundraising teams' in-house training and development programme by sharing experience and insight with colleagues to build their knowledge and expertise

5. Line management

Line management/supervisory responsibilities will include:

- Monitoring workload and effectively managing performance of all direct reports, including carrying out annual appraisals and quarterly performance reviews in line with organisational timescales

- Supporting direct reports to enable them to perform to the highest standard and identifying appropriate learning and development opportunities as appropriate

- Managing absences and ensuring appropriate levels of cover at all times

- Reporting back to and consulting with your line manager/director on any issues arising

6. Reporting/administration

- Support the budget setting process and oversee monitoring of budget income for major donors

- Collect KPI data and proactively report on performance and success to your team and the organisation regularly and as required

- Prepare regular updates for team meetings on the progress of agreed plans and objectives

7. General

Continuous improvement, developing skills, adhering to organisational quality standards, and team-work underpin all roles at Myeloma UK. General responsibilities include:

- Be attentive to and implement organisation brand and style guidelines

- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills

- Act as a source of information and support to colleagues throughout the organisation

- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK

- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role

- This role will require essential travel throughout the UK, therefore the postholder must be willing to travel. Regular travel to Edinburgh and London if based elsewhere will be required

- Undertake such work as may be appropriate to the post

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

Person Specification

Area	Essential	Desirable
Experience	• An established track record in philanthropy • Experience of securing 5 figure+ gifts • Experience of developing/implementing events for major donor audiences • Experience of working with Trustees and senior Leadership Team	• Experience of developing mid-level giving programmes/club
Skills	• Ability to think strategically and develop individual engagement and cultivation strategies for major donors • Excellent organisational, communication and IT skills including Microsoft applications and database experience • Excellent project management skills • Excellent communication, writing and presentation skills, with ability to develop cases for support and funding proposals	• Experience of using Raiser's Edge
Personal	• Self-motivated and dedicated team player • A strong basis in relationship fundraising • Flexibility and willingness to develop and expand role • Ability and willingness to attend Myeloma UK meetings and events and work across the UK outside office hours as and when required (please note many of our high-level donors are in London and the SE)	

Terms and Conditions

Post	Philanthropy Manager (permanent, full-time)
Salary	£44,808 - £48,434
Probation period	Three months
Hours of work	The standard working week comprises 35 hours, Monday to Friday. Myeloma UK is based in Edinburgh, but operates a flexitime scheme, and offers remote working. Details will be provided by the Head of HR and Operations. If remote, the post holder is expected to attend meetings in Edinburgh on a quarterly basis (with subsistence, travel and accommodation reimbursed). The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.
Holidays	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and offers a 7% pension contribution to all staff.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.