



Job Description and Person Specification

1. Job Details

- Job title: **Philanthropy Manager**
- Department / Directorate: Development, Partnerships and Stakeholder Engagement
- Reporting to (job title): Head of Development
- Job Grade: 5

2. Dimensions

Describe the quantitative measures relevant to the role:

1. Budget responsibility: Collaborates with the Director of Partnerships and Stakeholder Engagement and the Head of Development to oversee project expenditure and contribute to the cultivation of partnerships and funding proposals that sustain the College's philanthropic initiatives.
2. Number of direct/indirect reports: 2 direct reports
3. Size/scope of projects or services managed: Responsible for contributing to the development and delivery of the College's Global CARE philanthropic initiative, including supporting partnership development and fundraising activity that contributes to the College's international impact, while also supporting the delivery of wider philanthropic priorities as part of the Development and Fundraising team.
4. Geographic coverage: Primarily UK and Europe with some engagement Internationally

3. Job Purpose

The Philanthropy Manager plays a key role in supporting the delivery of the College's philanthropic strategy through the development of fundraising initiatives aligned to agreed priorities, donor relationships and external partnerships.

Reporting to the Head of Development, the postholder will be responsible for the development and delivery of a defined portfolio of philanthropic opportunities, with a particular focus on the College's Global CARE philanthropic initiative. This will include identifying and cultivating relationships with donors and partners, delivering compelling cases for support, and supporting the conversion of opportunities into secured income.

Working closely with colleagues across the College, the role will contribute to the development of funding propositions, partnership opportunities and engagement activity that support the College's international impact and wider fundraising objectives.

This is a relationship-focused role requiring strong communication, partnership development and fundraising skills, alongside the ability to manage multiple priorities and engage effectively with senior stakeholders, volunteers and external supporters.

4. Key Accountabilities and Responsibilities

List of the main duties and responsibilities:

1. Coordinate fundraising and partnership activity for the College's Global CARE initiative, identifying and progressing opportunities that contribute to income growth and stakeholder engagement.
2. Build and manage relationships with prospective and existing donors, trusts, foundations, corporate supporters and strategic partners to secure philanthropic funding and long-term support.
3. Work collaboratively with the Head of Development and colleagues across the College to identify and progress funding opportunities aligned to the College's strategic priorities.
4. Prepare compelling cases for support, funding proposals, donor reports, presentations and impact communications tailored to a range of audiences.
5. Support the cultivation, stewardship and retention of donors and partners through high-quality relationship management and engagement activity.
6. Support the ongoing coordination and delivery of the College's Global CARE initiative, ensuring activities, partnerships and projects contribute to the College's strategic objectives and international ambitions.
7. Work collaboratively with internal stakeholders and external partners to identify and develop projects suitable for philanthropic support and strategic partnership engagement.

8. Coordinate the development of impact reports, case studies and programme updates to support donor stewardship, partnership engagement and funding applications.
9. Support the monitoring and reporting of Global CARE activities and funded projects, ensuring accurate information is available for internal planning, donor reporting and external communications.
10. Contribute to the development of communications, engagement materials and events that raise awareness of Global CARE and the College's wider philanthropic priorities.
11. Collaborate with colleagues across Development, Partnerships and Stakeholder Engagement to support the alignment and effective communication of fundraising and partnership activity.
12. Undertake prospect research and maintain awareness of trends, opportunities and best practice within philanthropy, charitable giving and international partnership development.
13. Maintain accurate records of stakeholder engagement, funding pipelines and partnership activity using relevant CRM and reporting systems.
14. Undertake additional duties appropriate to the level and scope of the role as required by the Head of Development.

5. Impact of the Role

Describe the level of influence the role has on outcomes and results of the organisation

- How the role contributes to delivering results (indirectly or directly).
- Scope of decision-making authority and operational influence.
- Level of autonomy in achieving goals.

1. Directly contributes to the growth of philanthropic income and strategic partnerships that support the College's charitable objectives, international impact and wider strategic priorities.
2. Supports the ongoing development, coordination and delivery of the College's Global CARE initiative, helping to strengthen its sustainability, reach and impact.
3. Strengthens the College's ability to secure external funding through effective relationship management and stewardship activity.
4. Contributes to the successful development and delivery of projects and initiatives by coordinating stakeholder engagement, funding applications and ensuring high-quality donor stewardship and reporting.
5. Exercises judgement and initiative in managing day-to-day relationships and progressing funding opportunities, within defined strategies, frameworks and income objectives set by the Head of Development.
6. Supports the College's reputation and external profile through professional representation, high-quality communications and effective stakeholder engagement.

6. Communication Requirements

Describe the type, purpose and complexity of communication required for the role

- The key audiences the role interacts with (internal/external).
 - The purpose of communication (inform, influence, negotiate).
 - Level of complexity in communication or negotiation.
1. Develops and maintains effective working relationships with colleagues and external stakeholders.
 2. Communicates clearly and persuasively through proposals, reports, presentations and engagement activity, tailoring messaging to different audiences.
 3. Engages with and influences prospective funders and partners, contributing to securing philanthropic support and building long-term relationships.
 4. Works collaboratively across departments to gather information, shape funding propositions and align fundraising activity with organisational priorities.
 5. Represents the College professionally at meetings, events and external engagements, adapting communication style appropriately for different audiences and cultural contexts.
 6. Shares information and updates effectively within the Development and Fundraising team to support coordinated delivery of fundraising activity.

7. Innovation and Problem Solving

Describe the level of problem complexity and requirement for creativity and improvement

- The types of problems faced.
 - The freedom and expectation to modify, improve, or create new processes.
 - Level of complexity in problem-solving (single job area or cross-functional).
1. Identifies fundraising opportunities, donor engagement approaches and partnership ideas that support agreed fundraising objectives.
 2. Exercises initiative and judgement in managing complex stakeholder relationships and progressing funding opportunities and coordinating competing project priorities.
 3. Develops creative and compelling approaches to communicating impact, demonstrating the value and outcomes of Global CARE and other College initiatives to donors, partners and external stakeholders.
 4. Works collaboratively across departments to identify solutions, improve processes and support the effective coordination and delivery of projects and partnership activity.
 5. Adapts to changing priorities, funding landscapes and stakeholder needs, balancing multiple projects and deadlines within a dynamic environment.

8. Knowledge, Skills & Experience

Describe the depth and breadth of expertise required for the job

- Required level of professional/ technical knowledge
- Professional experience and domain expertise.
- Team/ management/ leadership responsibilities

Essential

1. Educated to degree level or equivalent professional experience.
2. Demonstrable experience in philanthropy, fundraising, partnership development or business development, ideally within the charity, healthcare, education or not-for-profit sector.
3. Proven experience of developing and managing relationships with donors, partners or senior stakeholders.
4. Experience of preparing compelling funding proposals, donor reports, presentations or cases for support.
5. Experience of securing philanthropic funding or developing successful funding proposals, donor relationships or partnership opportunities.
6. Excellent written and verbal communication skills with the ability to influence and engage a wide range of audiences.
7. Strong organisational and project management skills, with the ability to manage multiple priorities and deliver outcomes to deadlines.
8. Strong interpersonal and relationship-building skills with the ability to work collaboratively across teams and with external stakeholders.
9. Experience of conducting research and identifying funding or partnership opportunities.
10. Ability to work independently, use initiative and exercise sound judgement.
11. High level of IT literacy including Microsoft Office applications and CRM/database systems.

Desirable

1. Experience of contributing to or securing five- and six-figure philanthropic gifts, grants or partnership funding
2. Experience of working in a healthcare, medical education, international development or global health environment.

3. Knowledge of philanthropy and fundraising best practice, including stewardship and donor engagement principles.
4. Experience of organising stakeholder engagement or donor cultivation events.
5. Professional fundraising qualification or membership of a relevant professional body.
6. Understanding of ethical considerations and governance within fundraising and partnership development.

9. Risk and Working Conditions

Describe the mental and physical demands and environmental risks of the job

- Work environment, office, remote, volatile settings
- Potential for injury, exposure to hazards
- Mental demands, time pressures

1. Office-based with flexibility for hybrid working.
2. May occasionally be required to work outside normal hours or travel within the UK, with occasional overnight stays.
3. Must manage time-sensitive and competing priorities in a busy working environment.
4. Low physical risk; standard office setting.

10. Organization Chart

A simple diagram or list showing where the role sits in the structure and key reporting lines.

(Insert)

11. Person Specification

These should be tailored to your requirements. Some examples are provided by way of illustration.

Qualifications

Criteria	Essential	Desirable
Degree level qualification or equivalent professional experience	Yes	
Professional fundraising qualification or relevant professional membership		Yes

2. Experience

Criteria	Essential	Desirable
Experience in philanthropy, fundraising, partnership development or business development	Yes	
Proven experience of building and managing stakeholder or donor relationships	Yes	
Experience of preparing funding proposals, reports or cases for support	Yes	
Experience of working collaboratively across teams and departments	Yes	
Experience of major donor, trusts and foundations or corporate fundraising		Yes
Experience within healthcare, higher education, charity or global health sectors		Yes
Experience of organising stakeholder engagement or fundraising events		Yes
Experience using CRM or fundraising database systems		Yes

3. Skills & Knowledge

Criteria	Essential	Desirable
Excellent written and verbal communication skills	Yes	
Strong relationship-building and stakeholder engagement skills	Yes	
Ability to develop persuasive funding applications, partnership proposals and donor communications	Yes	
Strong organisational and project management skills	Yes	

Ability to manage multiple priorities and work independently	Yes	
Research and analytical skills, with ability to translate evidence into insights and funding narratives	Yes	
Proficiency in Microsoft Office and database/CRM systems	Yes	
Knowledge of fundraising, philanthropy and partnership development best practice		Yes
Understanding of global health, medical education or international development contexts		Yes

4. Behavioural Competencies

Competency	Description
Teamwork	Builds and maintains collaborative and effective working relationships across teams and with external stakeholders.
Innovation	Identifies opportunities, generates new ideas and develops creative approaches to fundraising and engagement.
Communication	Conveys ideas clearly, confidently and professionally, adapting communication style for different audiences.
Relationship Management	Develops trusted and productive relationships with donors, partners and colleagues to achieve shared objectives.
Professionalism	Demonstrates integrity, accountability, discretion and sound judgement in all areas of work.
Organisation	Effectively prioritises workloads, manages competing demands and delivers high-quality outcomes to deadlines.

Strategic Thinking	Plans and prioritises activity effectively, ensuring fundraising and partnership objectives are delivered within agreed timescales and priorities.
--------------------	--

11. Signature and Date

Prepared by: Gemma Elliott

Date: 06/05/2026

Approved by:

Head of Department

Date: