

<b>Job Title:</b>	Philanthropy Manager
<b>Department:</b>	Income Generation & Marketing
<b>Location:</b>	London, UK (Hybrid)
<b>Reports to:</b>	Head of Income Generation & Marketing
<b>Line Management Responsibility:</b>	Philanthropy Officer
<b>Budgetary Responsibility:</b>	Yes
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The Philanthropy Manager will oversee the development of existing high-net (HNW) donors and pipeline new high-net prospects. They will work closely with key Third Party supporters to establish our presence nationally. A key part of their role will be to strategize to identify high-net donors and foster long term relationships so Muslim Aid is their charity of choice. They will also work closely with fundraising and supporter services to organise tactical, innovative, bespoke and strategic events to meet the requirements of high-net donors and maximise major gifts like no other.

**Key Accountabilities:**

**Philanthropy:**

1. Develop a three-year high-net donor strategy with stakeholders that drives long-term sustainable revenue and year on year growth.
2. Develop short-, medium- and long-term strategies to maintain engagement, retention and increase revenue with existing and prospective donors that supports our organisational strategy.
3. Design and evaluate business plans to maximise return on investment and drive continuous improvements.
4. Develop a full Philanthropy & Legacy system to review fundraising forecasts, review progress and implement quarterly tactical activation plans to recover potential losses.
5. Expand Muslim Aid's reach through new major donor acquisition in regional localities e.g. London, Midlands and Greater Manchester.
6. Deliver a first-class major donor's experience that makes donors feel they are a vital part of the journey from beginning to the end.
7. Provide a donor account management service that captures/maintains all aspects of the donor's profile enabling targeted solicitation and overall conversion rates.

8. Organise annual high-level dinners and field visits to ensure HNW donors feel valued and showcase on our work.
9. Create bespoke pitch decks/proposals to encourage major gifts towards sustainable projects.
10. Design and implement a functional Waqf Fund that will ensure long term financial stability for the organisation.

**Management & Leadership:**

11. Develop and manage annual philanthropy budgets and KPI's in line with 5-year strategy.
12. Incorporate legal and regulatory standard into all fundraising activities design/delivery.
13. Lead on cross departmental philanthropic activities ensuring they are in line with organisational strategy.
14. Showcase Muslim Aid's achievements to key stakeholders at external events.
15. Be a Brand ambassador ensuring that all external engagements align with the organisation's values and messaging.

**Other**

16. To work closely with all relevant functions including fundraising, supporter services, communications, press and media etc. to ensure tactical high-net donor opportunities are exploited in an integrated manner and that all stakeholders supports the overall strategy.
17. Maintain and store all records in line with MA document management and IT policies.
18. Occasional overseas travel with potential donors and deployments
19. Comply with all policies, procedures, legal and regulatory requirements.
20. Champion our values of compassion, empowerment, justice for all and accountability when performing your work.
21. Any other duties commensurate with the accountabilities of the post.

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Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Degree or higher in Business Development or similar discipline.	Desirable	Application
Membership of the Institute of Fundraising.	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Significant experience in fundraising, corporate relationship and/or high-net donor development.	Essential	Application and Interview
Proven track record in implementing corporate / business / high-net donor strategy and achieving challenging targets.	Essential	Application and Interview
Developing donor strategies and reporting to Senior Leaders.	Essential	Application and Interview
A thorough understanding of strategic business planning inc. P&L.	Essential	Application and Interview
Experience in public speaking and presenting information to executive level audiences.	Essential	Application and Interview
Knowledge of a wide range of fundraising mechanisms including CRM, sponsorship, brand association and employee fundraising.	Essential	Application and Interview
Planning and organising events.	Essential	Application and Interview
Grant writing experience and supervisory experience a plus.	Desirable	Application and Interview
<b>Skills &amp; Abilities:</b>		
Building and managing stakeholder networks.	Essential	Interview
Highly developed negotiation skills.	Essential	Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Written and verbal communication skills in English.	Essential	Application and Interview
Interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Analysis and report writing skills.	Essential	Application and Interview
Project management skills.	Desirable	Application and Interview

Flexible, adaptable and resilient.	Essential	Application and Interview
Budget Management.	Essential	Application and Interview
Ability to work within a team structure as well as independently, be creative, take initiative, be attentive to detail and possess excellent interpersonal communication skills.	Essential	Application and Interview
Ability and willingness to travel up to 40% of time.	Desirable	Application and Interview
Excellent presentation skills – the ability to present work professionally to senior managers in the corporate sector.	Essential	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy.	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee Signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	