



## JOB DESCRIPTION

<b>Job Title</b>	Principal Gifts Manager
<b>Location</b>	Hybrid / London (2 days office based)
<b>MAP Purpose</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 Palestinian refugee camps of Lebanon.
<b>Job Purpose</b>	The objective of this position is to lead MAP's Major Donor programme and inspire new donors to support MAP's mission. You'll build supporter journeys providing an excellent supporter experience and grow MAP's major donor prospect pipeline with a focus on multi-year giving.
<b>Hours</b>	Full-time (35-Hours)
<b>Reporting to</b>	Head of Philanthropy and Partnerships
<b>Managing</b>	Structure for the Philanthropy and Partnerships team is currently under review. This role may manage two Officers.
<b>Key Internal Relationships</b>	Fundraising Managers, SMT, Finance team, Communications and Advocacy team, Programmes teams
<b>Key External Relationships</b>	Philanthropists, Medical Volunteers, Sector colleagues
<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.*

## **KEY RESPONSIBILITIES**

### ***Leadership and Strategy***

- Support on the development major donor program. Working alongside the Head of Philanthropy to create a strategic plan that will identify, cultivate, solicit and steward a portfolio of Major Donors in line the overall fundraising strategy.
- Develop a pipeline of new prospective donors, working alongside the Prospect research manager.
- Monitor and analyse trends within major donor giving, both internally and externally, using these findings to influence the direction of the programme.
- Manage and support two philanthropy officers to provide the best stewardship journeys for their portfolio (please note the structure is under review and this is subject to change)

### ***Relationship Development and Events***

- Cultivate, engage and manage strong relationships with major donors with a focus on multi-year partnerships.
- Identify gaps in the product offering and work with the Head of Philanthropy to develop and launch new products.
- Monitor, analyse and report on major donor programmes, adjusting plans and events based on insights.
- Lead on the development of inspiring stewardship events that covey MAP's work and impact – inspiring major donors.

### ***Budget Management, reporting and compliance***

- Manage financial planning, reporting, and risk assessment for the Major Donor budget.
- Ensure that the Major Donor programme adheres to due diligence procedures.
- Utilise and maintain the CRM database to ensure accurate reporting and stewardship

### **General Responsibilities**

- Support MAP's mission, ethos and values.
- Support and promote diversity and equality of opportunity in the workplace.
- 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***

- Proven track record in securing five and six figure donations.
- Skilled in performance reporting, data analysis and using insights to shape a major donor programme.

- Experience creating major donor stewardship plans that inspire donors and drive income.
- Good project management skills, including managing multiple projects and priorities at once.
- Experience in planning and budgeting – with proficiency in major donor forecasting.
- Experience of creating donor events that inspire.

***Knowledge, skills and abilities***

- Able to confidently analyse results and extract insights to inform the strategic direction of the Major Donor Programme.
- Good written and verbal communication skills.
- Effective management and leadership skills (Desirable)
- Highly proactive – excellent at networking, communicating and influencing.

***Personal attributes and other requirements***

- Commitment to high standards, fostering trust and confidence in MAP's fundraising initiatives.
- Commitment to a zero-tolerance policies on sexual exploitation & abuse/safeguarding.
- Commitment to anti-discriminatory practices and equal opportunities.
- Commitment to the values and ethos of MAP (Solidarity, Dignity, Impact & Integrity).
- An ability to apply awareness of diversity issues to all areas of work.
- Ability and willingness to work weekends/evenings in emergencies, and to travel overseas where necessary.

*Note: We encourage all interested applicants to apply even if they don't meet all criteria in the person specification.*