

# Philanthropy Manager

Milton Keynes Community Foundation



August 2024

## Welcome Letter

Milton Keynes is a growing city and by 2050 the population will grow from 270,000 to 500,000. We are proud to be part of this vibrant, progressive, and entrepreneurial city with its richly diverse community.

MK Community Foundation plays a key role as an enabler for the exciting and developing voluntary, community and cultural sector. Providing vital grant and property solutions, resulting in £1.6m in grant funding and a further £1.3m in rental subsidy support. Per capita, MK Community Foundation is one of the largest community foundations in the country. We were set up 38 years ago with a land and property portfolio worth approx. £40m today, ensuring future sustainability not only for our organisation but also for our city.

As a Philanthropy Manager you will play a key role in our success. You will be responsible for donor engagement as well as grant distribution across the borough. You will experience the full cycle of philanthropy, supporting donors to achieve their charitable aims and helping the community to meet the needs of a growing population.

You'll be joining a team where purpose and culture is at the heart of what we do. Our mission of Funding Fairness is the focus of who we are and how we work with our stakeholders be they donors, community groups or our property customers. This is an exciting role where you will utilise your relationship building skills, demonstrate your compassion and drive to make a difference to the lives of the people of Milton Keynes.

We look forward to receiving your application and working with you!

**Samantha Snelus and Jake Geelan,**  
Associate Philanthropy Directors

## About Us

Milton Keynes Community Foundation (MK Community Foundation) is a leading grant-making charity sending funding where it's needed most in Milton Keynes.

Milton Keynes is the most ambitious social project ever to be realised in the UK. The city was created with a commitment to inclusive growth, a commitment the Community Foundation strongly supports. The city's development was guided by a set of founding utopian principles: the very best place to live, freedom of choice, ease of movement, everyone welcome, and jobs for all. As a result, the city is one of the world's most successful new towns. Like most cities however, it also has areas of deprivation and social challenge.

MK Community Foundation was founded in 1986 by Milton Keynes Development Corporation, who sought to ensure the voluntary and community sector was well resourced.

## Our Vision, Mission and Strategy

Our vision is a thriving Milton Keynes where everyone is contributing to their community.

By guiding businesses, philanthropists and charities to the right giving and grants, we're on a mission for a fairer community.

We achieve our mission by:

- **Fairness:** Seek detailed understanding to make the right decisions.
- **Assistance:** Share our expertise and referrals for those who need advice.
- **Inspiration:** Communicate our unique proposition passionately and with hope.
- **Reliability:** Deliver what we say, when we say.

MK Community Foundation sends funding where it's needed most in Milton Keynes. MK Community Foundation's strategic goal is to build a thriving, philanthropic, creative, equitable and fair community. Our priority focusses are addressing disadvantage and poverty, environmental sustainability and promoting equity, diversity and inclusion.

To learn more about our current strategy, please click [here](#).

## Our Work

With our donors' help, each year MK Community Foundation awards grant funding to support a wide range of projects that benefit the residents of Milton Keynes. In 2022-23 we provided over £1.8m in grants and rent subsidies to local charities and groups.

We support local organisations and groups who are working to make a real difference to our community. We specialise in awarding grants to smaller, grassroots organisations and groups alongside well-known charities such as the Willen Hospice and Bletchley Park.

We work to promote philanthropic giving from individuals, families and businesses, we also distribute funding from local authorities and Government. Our supporters' generosity helps us meet the immediate needs of Milton Keynes as well as building endowed funds to help people for many years to come.

Each year, MK Community Foundation publish a 'Vital Signs MK' report that rounds up the most current research on the communities of Milton Keynes. The 'Vital Signs' categories help us to highlight our strengths and point to the challenges that we face in Milton Keynes. This research in turn informs our philanthropic advice and grant making work – focusing on where the need is greatest and where we can make the most impact.

To read our 2024 Vital Signs Report, please click [here](#).

## Community Foundations

MK Community Foundation are part of a global philanthropic movement of independent community foundations operating in over 1,800 communities worldwide, of which there are 47 accredited in the UK covering different geographical regions.

Each community foundation is unique with independent governance but all united by promoting philanthropy and improving their communities. As a collective group in the UK, community foundations are the 4th largest funder in the UK, with a collective endowment of over £700m and annual grant making of over £100m annually.

## Finances

Our income is made up of four main streams:

- Voluntary income from donations, which can be “flow through” or endowment. We currently hold over 50 different funds.
- Investment income from our endowed funds held on the stock market and managed by our investment managers. Current value circa £20m.
- Property income from rents received from our property portfolio, managed by our estate management company.
- Income from sale of long leaseholds on Community Foundation Land sites.

Flow through donations and investment income from our stock market held investments are used to fund our grant and bursary programmes. Property income from rents is used to fund MK Community Foundation’s core costs, partnership and leadership work and income from the sale of long leaseholds is reinvested into our property portfolio. Our land and property endowment is currently valued at approx. £33m.

MK Community Foundation owns over 200,000 square feet of accommodation in Milton Keynes in the form of city center office blocks, light industrial units, retail space and other accommodation, all of which is available to rent by local charities and commercial businesses. Local charities may apply for a rent subsidy of up to a 75%, based on community benefit, efficient use of space and financial need. We also own plots of land known as Community Foundation Land (CFL) which are available for development in Milton Keynes. Our properties and land ensure that affordable, high quality and accessible space is available to the local voluntary sector of Milton Keynes.

To read our latest annual review, please click [here](#).

## Background to the Role and Team

Our Philanthropy Managers hold a pivotal role within the Foundation. We are looking for a dynamic, personable professional who has the ability to build long term relationships with philanthropists, donors, and grant beneficiaries, alongside a commitment to EDI principles and community development. With a strong team culture, you will bring an understanding that success comes from the whole team working together not just the individual members. You will have a clear understanding of collaborative working to drive our values of 'Funding Fairness'.

The philanthropy team are made up of 8 staff who are responsible for the full life cycle of philanthropy at the Foundation – from identifying, engaging and cultivating donors, advising on the most effective forms of giving, through to assessing and making grant awards whilst monitoring and then communicating outcomes to ensure an efficient, effective and joined up philanthropy journey for donors that brings their giving to life.

With support from two Philanthropy Directors and wider team, including two other Philanthropy Managers, two Philanthropy Officers and an Assistant, this role will be promoting philanthropy, ultimately seeking giving from high-net-worth individuals, families and corporate supporters (circa 70% of the time) and also assessing and making grant award recommendations and monitoring impact (circa 30% of time).

In the coming year, a key focus for the team will be building relationships and promoting relevant fundraising products for corporate donors, whether that be one-off gifts, our membership scheme or developing long term relationships through specific funds.

With training and support provided and a diverse and collaborative team culture, this is a fantastic opportunity for anyone who thrives on building long term relationships and has a passion for addressing community need. This role will be particularly suited for those who wish to build experience in the full life cycle of philanthropy - both fundraising AND grant making. Individual Philanthropy Managers will each have achievable mutually agreed fundraising targets, which will be discussed as part of the interview processes. The vacancy has come about due to internal promotion.

Importantly, given the Foundation's robust finances and property portfolio covers the team's core costs, the focus of this role is really on making the greatest impact through fundraising, encouraging philanthropy and effective grant making to support our mission of a fairer community.

# Job Description and Person Specification

## Job Purpose:

In this role, you'll be responsible for identifying, and cultivating donors, and providing outstanding stewardship to individuals and organisations that have established funds with us. Your work will be key to maximising the impact and reach of our grant giving, ultimately increasing the funds available for our grant's programmes. You will also be responsible for driving the grant-making programmes, supporting community initiatives across Milton Keynes.

## Job Description:

### *Develop New Philanthropy*

- Proactively identify and cultivate potential donors, with a strong focus on Corporate and High Net Worth Individual Giving.
- Effectively communicate the value of Philanthropy and the work of MK Community Foundation to inspire giving.
- Clearly present our offerings, converting prospects into committed donors.

### *Provide Philanthropy Advice*

- Work with prospective donors to highlight the benefits of strategic giving through the foundation, and relay tax-efficient giving messaging to attract and retain donors.
- Talk confidently about the different models of giving through, Endowment, Flow Through, Hybrid or support of internal funds via Business Membership & Friends programmes.
- Adhere to fundraising regulations and data protection laws.
- Collaborate with professional advisers when necessary to provide comprehensive fundraising advice.
- Stay informed about new philanthropy models and funding opportunities to develop innovative fundraising programmes.

### *Build and Support Relationships*

- Develop and maintain strong relationships with existing and potential supporters.
- Listen and provide insights to help donors clarify their goals and make significant contributions.
- Work closely with our Honorary Structure volunteers.
- Tailor communication and support to meet the unique needs of each fund holder, fostering long-term relationships.

### *Understand the Local Community*

- Identify funding gaps in specific communities or services, using this information to guide your fundraising strategies.
- Promote the benefits of addressing local needs, to fund holders.
- Support and contribute to reports such as the Vital Signs Report to better understand the needs of the city.

### *Effective Grant-Making*

- Review and assess grant applications using a robust grants policy measuring; financial stability, impact and need, to ensure effective use of funds.
- Ensuring that funds are allocated to projects that align with fund criteria.
- Maintain thorough recording on Salesforce.

### *Monitor and Report Impact*

- Analyse and report on the impact monitoring, highlighting successes to encourage further giving.
- Bring philanthropy to life through storytelling, project reports, site visits, and engagement opportunities, showing donors the real-world impact of their contributions.

### *Contribute to the Community Foundation Movement*

- Enhance the reputation of MK Community Foundation.
- Participate in working groups and forums within the UK Community Foundation network to stay connected with broader philanthropic trends.
- Supervise support staff as needed.
- Represent MK Community Foundation at events, with a focus on building relationships.

## Person Specification:

### Essential

- A strong ability to engage with donors and experience in delivering excellent fundraising stewardship.
- A track record in raising 5 and 6-figure gifts from corporate partners or individuals.
- Experience managing workloads and achieving income generation targets.
- Have a good understanding of the voluntary sector and community challenges.
- Excellent communication and interpersonal skills.
- Highly organised with strong administrative and report-writing abilities.
- Experience using a CRM database.
- Committed to the values of MK Community Foundation, including equal opportunities.
- A team player with a supportive attitude towards colleagues.
- Willing to work occasional evenings/weekends and travel across Milton Keynes as needed.

### Desirable

- Knowledge of current trends in philanthropy and fundraising.
- Experience in grant-making.
- Experience working with professional advisers.
- Experience in corporate social responsibility or with corporate donors.
- Experience in high net worth/ major donor fundraising.
- Good knowledge of the voluntary and community sector in Milton Keynes.



## Terms

- Salary: £38,000 - £42,000 pa, negotiable, depending on experience
- Hours: 37.5hrs
- Location: Milton Keynes with flexible and hybrid working.
- Reports to: Philanthropy Director
- Annual Leave: 25 days plus Bank Holidays increasing by 1 day for every 5 years in service, up to 30 days maximum
- Pension: 5% employee contribution and 5% employer
- Electric Car Salary Sacrifice.

## How To Apply

To have an informal conversation about the opportunity, please contact Ami Jenick at People Beyond Profit on [ami@peoplebeyondprofit.co.uk](mailto:ami@peoplebeyondprofit.co.uk) or 07957316541

To formally apply, please send your CV and a 1-2 page cover letter on why you are interested and have the skills and experience to match the person specification to:

[www.peoplebeyondprofit.co.uk/jobs/mkcfpm](http://www.peoplebeyondprofit.co.uk/jobs/mkcfpm)

Closing Date:	15 September 2024
People Beyond Profit Conversations:	Rolling
MKCF Interviews:	25 & 26 September 2024

