



ARTHRITIS ACTION
PHILANTHROPY MANAGER
JOB DESCRIPTION

Reporting to: Interim CEO

Head Office: 56 Buckingham Gate, London SW1E 6AE.

Hours: Part-Time (2 days per week/15 hours per week).

Location: Hybrid: One day in London office (Monday or Wednesday), one day at home.

Salary: £40,000 to £45,000 per year (pro-rata).

About Arthritis Action

Arthritis Action is the UK charity giving hands-on, practical help to improve the quality of life of people affected by arthritis. We offer an integrated self-management approach, which looks at both the physical and mental health impact of living with arthritis. We support people living with musculoskeletal conditions through healthy eating advice, mental health resources, pain management techniques, Online Groups, employment support, and exercise advice and resources.

Purpose

We are seeking an experienced Philanthropy Manager to join our fundraising team. This is a brand-new role for Arthritis Action, key to identifying and nurturing long-term relationships with major donors. This role is vital for the development and delivery of our strategy for engagement with philanthropic organisations and individuals. You'll be joining a leading national arthritis charity, helping to advance our income generation activity and impact across the UK. We are looking for someone with a track record in major donor fundraising and philanthropy, a passion for healthcare, and the ability to work collaboratively with various stakeholders to drive growth and success.

Key Responsibilities – the role will include but not be limited to:

- Leading the development and delivery of Arthritis Action's strategy for engagement with philanthropic organisations and individuals.
- Working closely with our services team and healthcare experts to develop pitches that attract funding from philanthropic sources.
- Creatively utilising the charity's resources and networks to maximise major donor income potential.
- Advising other team members about how best to position the Charity for major donor funding through its communications and programme development.
- Researching prospective philanthropic individuals and organisations and building the Charity's pipeline of potential funders.

- Developing and delivering engaging proposals, presentations and programmes for potential funders.
- Representing the Charity at networking events to promote fundraising and meet contacts, travelling as appropriate within London and the rest of the UK.

Other Activities

- Ensure that the Charity meets its legal obligations with regards to fundraising, adheres to the Code of Fundraising Practice, and maintains its reputation through its fundraising activities.
- Undertake other tasks relevant to the level of this position within the organisation.

PERSON SPECIFICATION

EXPERIENCE & SKILLS

A track record of securing five and six-figure gifts and multi-year pledges.	Essential
Proficient in developing and nurturing relationships with philanthropic organisations, high-net-worth individuals or major donors	Essential
Excellent English writing skills for developing high quality funding proposals for philanthropic audiences	Essential
Experience developing a pipeline of prospective major donors.	Essential
Proven track record of converting prospects, managing relationships and meeting/exceeding targets.	Essential
An understanding of, and commitment to, Arthritis Action's vision, mission, equal opportunities and diversity.	Essential
Database experience.	Desirable

ATTRIBUTES

Excellent account management and interpersonal skills.	Essential
Excellent negotiation and influencing skills.	Essential
A self-starter, able to work on own initiative where required.	Essential
Enthusiastic team-player with a can-do attitude.	Essential
Able and willing to travel within the UK.	Essential
Excellent communication, presentation and networking skills.	Essential

Benefits

As a valued member of our team, you'll get:

- 25 days annual leave, rising to 30 days after five years, plus Bank Holidays & 3 days for our Christmas closure (pro rata).
- 7.5% employer pension contribution.
- 24-hour, 365-day access to the Employee Assistance Programme.
- Cycle to Work Scheme.
- Annual Eye Tests.

How to apply

Applications should be in the form of a CV with a covering letter explaining your interest in and suitability for the role. Please provide both email and telephone contact information for yourself. Applications should be sent by email to iza@arthritisaction.org.uk. Candidates must be eligible to work in the UK. Please note that only short-listed candidates will be contacted.

Applications should be received by **6pm on Friday 1 November 2024** at the latest. First-round interviews will take place by Zoom week of 4 November. Second-round interviews will take place in the London office on Monday 11 November.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert ahead of the deadline should we receive a sufficient number of applications.

Arthritis Action is an equal opportunities employer. We treat employees and job applicants in the same way regardless of age, disability, marital status, gender reassignment, race, colour, nationality, ethnic origin, sexual orientation, religion or belief.