



Marie Curie Job Description

Job title	Philanthropy Manager
Department	Philanthropy & Partnerships
Location	Marie Curie Hospice or Marie Curie Office/ or Home-Based England with travel as required.
Reports to	Head of Philanthropy
Accountable to:	Associate Director of Philanthropy & Partnerships
Grade	Marie Curie Pay Scale Grade E

Job Purpose/Summary

The Philanthropy Manager sits within our high performing and ambitious Philanthropy Team.

The role is responsible for increasing income from a personal portfolio of active donors, while cultivating prospects to become committed Marie Curie major donors and sustaining support from existing individuals.

The Philanthropy Manager will also provide day to day management and support to a regional development board.

It is an exceptional time to join Marie Curie, as we have recently launched our five-year growth strategy to ensure that everyone has the support they deserve at the end of their life.

With a primary focus on managing high value relationships for Marie Curie, typically between £10,000 and £50,000, with opportunities to support and contribute to larger six figure gifts, you will identify, cultivate and manage a portfolio of Major Donors, working collaborating with Senior Volunteers, peers, fellow team members and teams across the charity. You will be empowered to build your own relationships, grow interactions with our supporters and provide exceptional and creative stewardship and have a real opportunity to contribute to the continued growth of this area of fundraising.

You will bring strong relationship building, interpersonal and communication skills, along with the ability to create compelling high quality, proposals and written materials. The ideal candidate will have experience in a Philanthropy role and a track record of personally securing high value gifts.

This is a fantastic opportunity to join a supportive, high performing team and contribute to Marie Curie's growth strategy while developing your fundraising career.

Key Relationships

Internal

Philanthropy and Partnerships Senior Leadership Team Senior Volunteers including Patrons and Development Board Members, Chief Executive and Executive Leadership Team, others within the Philanthropy and Partnerships team; wider fundraising teams; national and regional Marie Curie caring services delivery teams; Case for Support team; Finance.

External

Individual Major Donors and Prospective High Net Worth Individuals.

Accountabilities (Duties & Responsibilities)

- Personally develop and manage a portfolio of existing and new Major Donor supporters. With a focus on an annual value of up to £50k.
- Deliver excellent cultivation and stewardship with a focus on building long-term relationships that place both the vision of Marie Curie and the interests of the supporter at its centre. This includes working closely with the Philanthropy and Special Events teams to support the delivery of high-quality donor events.
- Prepare well written, compelling project proposals across a wide range of funding opportunities, ensuring submissions are timely and meet donor requirements.
- Prepare tailored briefings and pitches for donor meetings and lead face to face solicitation, including coordinating the involvement of senior leadership and senior volunteers.
- Develop and implement informed solicitation plans for prospects involving colleagues and senior volunteers, where appropriate.
- Contribute to building a strong culture of high-value fundraising by engaging colleagues, senior volunteers and stakeholders across the organization in both the process and success of high-value fundraising.
- Take a relationship-led approach to supporting one of our Development Boards. This includes organizing and delivering quarterly in-person meetings.
- Represent Marie Curie externally acting as an ambassador for the organization, where appropriate.

Monitoring and Tracking

- Make effective use of the CRM system to track and forecast income, monitor actual performance, and ensure clear visibility of the role's contribution to the Philanthropy Team's income target. This includes maintaining accurate pipeline and moves management, tracking donors and prospects through the pipeline stages, and ensuring all activity and communication is appropriately recorded.
- Build and maintain strong and effective working relationships with key stakeholders across Marie Curie, including in Caring Services, and service delivery colleagues, to aid the development of activities and inform decision making.
- Take responsibility for meeting agreed annual financial and non-financial targets as agreed with line with objectives set with your line manager

General

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to on-going registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to on-going learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Philanthropy Manager

Criteria	Essential	Desirable	How assessed
Experience	Experience of developing and maintaining effective donor relationships. Experience of initiating and developing strong working relationships with key internal stakeholders and Experience of meeting ambitious targets.	Demonstrate success of successfully securing significant funding. Experience of facilitating relationships with trustees and senior volunteers.	CV / Interview
Skills / Abilities	Ability to produce compelling proposals. Strong written and oral communication skills – confidence in dealing with people at all levels, demonstrating professionalism and diplomacy. Strong organisational skills and the ability to prioritise activities and focus on details.	Demonstrated success in networking/building relationships across a large/complex organisation.	CV / Interview
		Experience of CARE fundraising database or similar and Microsoft Office.	

Knowledge	Knowledge of philanthropy in the UK and abroad. Understanding of donor motivations.		CV / Interview
Qualifications, training and education		Fundraising qualification	CV / Interview
Personal qualities	Strong interpersonal skills and relationship-building abilities, ability to work collaboratively with co-workers, volunteers and donors; a team builder and ability to act as an ambassador internally for the Major Gift and wider Fundraising team. Results oriented with a positive outlook, high level of energy, enthusiasm and dedication to the mission and goals of Marie Curie. Exercises sound judgement, discretion and integrity in managing donor relationships and sensitive information Diplomatic and able to build effective relationships with a wide range of stakeholders, including high net worth individuals, trustees and senior leaders. Highly organised, with strong planning and prioritisation skills.	Demonstrates initiative, creativity and a willingness to test new approaches, taking measured and appropriate risks to achieve fundraising results.	
Other requirements	Willingness to travel: Regular and sometimes significant travel across the UK will be required to meet donors and prospects, attend internal meetings and represent the organisation at events and other engagements. The extent of travel will depend on the location of assigned donors and prospects.		CV / Interview

Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.