



Job Description

This job description serves to illustrate the type and scope of what is required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

Section 1 - Job Details

Job title	Senior Philanthropy Officer
Directorate area	Engagement and Income Generation
Department/Team (if applicable)	Philanthropy and Partnerships
Reports to	Philanthropy Manager
Direct reports	N/A
Job Location	Office based in London with flexibility to work remotely
Contracted hours are agreed locally with line managers	

Section 2 - Job Purpose

To raise income for the MS Society from philanthropy fundraising activities as per the agreed objectives and targets.

Identifying, engaging and stewarding philanthropy prospects through events and other appropriate fundraising activities.

Ensuring the provision of excellent individual care to ensure long term commitment.

Contributing to the overall implementation of our Philanthropy team's objectives.

Section 3 - Key Responsibilities/Accountabilities

	Responsibility/ Activity
1	Raising income to an agreed target, through personal account management of appropriate portfolio of individuals as agreed with the Philanthropy Manager
2	Employing a variety of personal engagement mechanisms and communication tools to ensure that prospects and supporters become, and remain, fully engaged with our cause e.g. inviting to suitable events from the special events calendar
3	Ensuring the highest standards of data are captured and maintained on our data base ensuring complete accurate and up-to-date information on all donors and prospects, whether individuals or organisations
4	Building, updating and generating a pipeline of philanthropists and philanthropy income and KPI reports
5	Regularly reviewing the philanthropy prospect portfolio across the MS Society and ensure that the right person is driving each relationship and that philanthropy prospects are highlighted and that development plans are created
6	With the Prospect Research programme, identify prospects through our database and through our extended networks (via Trustees, Executive Group, existing supporters, advisory groups, operational contacts etc.) as well as identifying prospects with a likely interest in our cause but who are not yet connected with us
7	Contributing to the impact measurement of the teams work in accordance with the MS Society's outcomes framework
8	Reporting to Philanthropy Manager and Head of Philanthropy and Special Events on key performance indicators (KPI), planning contingency actions where required
9	Meeting all agreed objectives and expectations of philanthropy prospects

Section 4 – Dimension of the role

Resources	Responsible for the proper use and safekeeping of data assets within scope of role
Staff/Volunteers	Working and supporting the management of senior volunteers. Liaising with colleagues across the MS Society to have an accurate and in-depth knowledge of our key services and projects
Budget	Support the Philanthropy Manager and Head of Philanthropy and Special Events on budgeting, reforecasting and key performance indicators (KPI)
Key	Cross divisional collaboration with different teams in the

relationships	organisation to support the needs of income generating activities Working with senior volunteers, trustees and Stop MS Appeal board members
ISO	Responsibility for undertaking relevant actions and responsibilities according to the role assigned within ISO

Section 5 – Key deliverables

	Measures of success
1	Raising income to an agreed target, through personal account management of appropriate portfolio of individuals as agreed with the Philanthropy Manager
2	Working with the Special Events team to deliver bespoke events such as Stop MS Appeal Giving Club drinks, Annual Lecture and Carols by Candlelight
3	Regularly review your portfolio to ensure the donor journey and stewardship is to the highest level to ensure strong relationships to the MS Society

Section 6 – Competencies

Competency	Level required (see below)	B	E	A	T
Fosters co-production	2		X		X
Open to change and innovation	3	X		X	
Sound decisions	3		X	X	
Collaborative working	3				X
Effective communication	3			X	X
Outcome focussed	3	X			X
Inclusivity	3				X
Accountability	3	X	X	X	X
Tech savvy	2	X		X	

Level	
5	Strategic – Wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.
4	Expert/ Recognised authority – Demonstrates expert knowledge and relevant and appropriate professional leadership and influence. Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges. Has responsibility for managing significant resource (people, budget etc) associated with the function/activity.
3	Complex - Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.
2	Enhanced - Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process.

	Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.
1	Foundation – roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.

Section 7 - Learning & Development requirements

Foundation (mandatory)	
Additional internal learning/ courses required for role	
Other professional training/qualification required	

Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

Requirement	Essential	Desirable	Tested*
A proven track record of delivering income against agreed targets and timescales	X		AIP
Experience of developing relationships with philanthropists and people of influence	X		AIP
Demonstrable success in soliciting new major gifts and uplifting current philanthropists	X		AIP
Experience of working with senior volunteers	X		AIP
Proven ability to work collaboratively across departmental boundaries in order to achieve organisational goals	X		AIP
Experience of creating successful bespoke proposals or asks for philanthropists, or other potential high value donors	X		AIP
Excellent interpersonal and networking skills, able to influence and or persuade a wide range of stakeholders and facilitate strong relationships with a wide range of people inside and outside the Society, specifically including High Net Worth individuals	X		AIP
Working knowledge of the principles of high value, major gift, philanthropy fundraising, including identification, research, solicitation and stewardship of donors		X	IP
Exceptional organisational skills and workload management skills, with the ability to prioritise and work under pressure to tight deadlines		X	IP

*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

Section 9 – Additional Information and Requirements

Confidentiality	Ensure that essential information of a sensitive and or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation and requirements.
Equality, diversity and inclusion	<p>Ensure all duties are carried out in a manner which promotes the MS Society’s equality, diversity and inclusion policies and practices.</p> <p>As a charity whose primary focus is to support and improve outcomes for those with a disability, we expect all colleagues to be curious and innovative in identifying and removing any barriers experienced by those with disabilities whilst working with us.</p>
Health and safety	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
Safeguarding	<p>MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>Background checks and Disclosed Barring Service checks will not be required for this role.</p>
Digital, data and Technology	Competently utilise technology to perform the role including internet-based voice and video calls, Microsoft Office applications, the MS Society intranet, human resource and finance systems, case management system software and other bespoke MS Society software and applications.
Key contacts and relationships	<p>Head of Philanthropy and Special Events</p> <p>Philanthropy Manager</p> <p>Stop MS Appeal Board</p>
Unusual specific physical and mental demands associated with the role	
Travel requirements	Yes for meetings with donors and events
Unsocial hours	Yes during special events

Last updated (10 October 2024)