

Philanthropy Officer

Full time (37.5 hours per week)

Salary: £25,000 – £27,000

Location: Milton Keynes (with some flexibility for hybrid working)



MK Community Foundation is a leading local charity that connects people who care with causes that matter. Through our grant-making, philanthropy, and property programmes we support a wide range of voluntary and community groups across Milton Keynes, tackling inequality and helping the city thrive. Every year we distribute vital funding to projects that change lives, strengthen communities, and make Milton Keynes a fairer place for everyone.

Are you looking to build a career in philanthropy and fundraising? Whether you have formal charity experience or have shown your commitment through volunteering and community involvement, this could be the opportunity for you.

MK Community Foundation is seeking a motivated **Philanthropy Officer** to join our team.

This is an excellent development role for someone with experience as a **Fundraising Assistant, Grants Officer, or in a junior charity role**, as well as for a **passionate community connector or volunteer who is eager to grow their career in philanthropy, relationship management, and fundraising**.

In this role, you'll:

- Support our grant-making programmes, assessing and monitoring local projects.
- Help nurture relationships with donors and supporters.
- Contribute to identifying new opportunities for income generation.
- Gain hands-on experience in philanthropy, backed by mentoring, training, and a supportive team.

We're looking for someone who is:

- A confident communicator, able to build rapport with a wide range of people.
- Organised and proactive, with strong analytical skills and attention to detail.
- Passionate about making a difference in Milton Keynes.

This role offers the chance to develop your career while directly contributing to projects that change lives in our community.

How to apply: Please send your CV and covering letter to our Administration Manager Janet Stanford. Email: Janet.Stanford@mkcommunityfoundation.co.uk



Philanthropy Officer

JOB PURPOSE:

The **Philanthropy Officer** will support MK Community Foundation's mission to connect people who care with local projects that change lives. Working within the Philanthropy Team, you will help deliver our grant-making programmes, build and maintain donor relationships, and contribute to new income opportunities.

We are seeking an enthusiastic and professional individual who is organised, adaptable, and able to manage a varied workload. The Philanthropy Officer will work closely with colleagues across the Foundation to ensure a successful and efficient philanthropy function.

The role requires strong analytical skills to produce high-quality reports and assessments for decision-making panels, as well as excellent communication skills to engage confidently with a wide range of people including community groups, donors, and stakeholders.

Guided by our values of **Fairness, Community at Heart, Collaboration, and Integrity**, this role offers an excellent opportunity to grow your career in fundraising and philanthropy while making a real difference in Milton Keynes.

REPORTING TO:

Philanthropy Manager

JOB DESCRIPTION:

Grant making and impact

- Shared responsibility of managing the monthly Sapling Grant programme.
- Research and assess grant applications, presenting a recommendation to panel.
- Complete due diligence and eligibility checks on incoming applications.
- Process and complete primary assessments of larger grants and rent subsidy applications.
- Advise voluntary and community groups to effectively make an application to the relevant grant programme.
- Assess monitoring and impact reporting, including visits to funded projects where appropriate.

Support Income Generation

- Research and help build prospect lists of opportunities.
- Help develop creative ways to increase support, including gifts in kind and sponsorship.
- Support Philanthropy Managers with stewardship of existing supporters.

Team & Donor Support

- Provide excellent administration and CRM support (Salesforce).
- Help draft reports, minutes and communications for donors, honorary structure, and trustees.
- Undertake any other duties as required by the Philanthropy Mangers.

PERSON SPECIFICATION

Essential

- Strong communicator: approachable, confident, and able to build rapport with donors, charities, and community representatives.
- Excellent written and presentation skills, with the ability to explain complex ideas clearly.
- Organised and proactive: able to manage competing priorities and meet deadlines.
- Confident answering the phone and responding to enquiries or transferring calls as needed.
- Strong attention to detail, with the ability to think laterally, analytically and to independently solve problems.
- Confident IT user: Microsoft Office, CRM systems (Salesforce preferable), email, and online platforms.
- Excellent research, assessment and written skills, and an ability to undertake quality evaluation and monitoring
- A genuine interest in philanthropy, fundraising, and making a difference in Milton Keynes.

Desirable

- Experience working or volunteering in fundraising, grants, or the charity sector.
- Understanding of donor engagement and philanthropy activity.
- Knowledge of project budgets and financial assessments.
- Familiarity with Milton Keynes and its voluntary/community sector.

WHY JOIN US?

- Be part of a charity that is at the heart of Milton Keynes.
- An excellent step-up opportunity for someone early in their fundraising career.
- Mentoring, training, and professional development to help you grow in philanthropy.
- A collaborative, values-driven team environment.
- The opportunity to see the direct impact of your work by visiting and engaging with local projects we fund.