



## PHILANTHROPY MANAGER

Full Time (37.5 hours per week)

**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.

**REPORTING To:**

Philanthropy Director

**PERSON SPECIFICATION**

Essential

- A strong ability to engage with donors and experience delivering excellent fundraising stewardship.
- 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.

**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.