



## Philanthropy Manager

### Job Purpose

To develop, support, promote and create opportunities for community philanthropy by individuals, corporates and community giving. To provide advice and services to donors to maintain and grow their giving in the most effective way. To deliver a fair and equitable grant making programme that meets the needs of Milton Keynes identified through our Vital Signs research.

### Reports to Philanthropy Director(s)

We are looking for a dynamic, personable professional, with the ability to connect with philanthropists, donors, and grant beneficiaries. With a strong team culture and clear understanding of collaborative working to drive our values of 'Funding Fairness'. Specifically the following skills and experience:

### Person Specification

#### Essential

1. Ability to work with a range of donors and provide excellent service.
2. Ability to research and provide advice on community needs, and approaches to philanthropy, relevant to donors' interests and wishes.
3. Ability to analyse grant applications and make recommendations on them.
4. Ability to articulate the issues facing the voluntary, community and cultural sector.
5. Understanding of good team culture
6. Excellent interpersonal and communication skills.
7. Good organisation, administrative and report-writing skills
8. Able to demonstrate a strong commitment to the values of MK Community Foundation.
9. Ability to advocate for Diversity, Equity and Inclusion
10. Enthusiasm, flexibility, and the ability to cope well under pressure.
11. Willingness to undertake occasional evening/weekend duties.

#### Desirable

1. Ability to demonstrate a strong understanding of current issues in philanthropy.
2. Experience of grant-making.
3. Experience of working with professional advisors.
4. Experience of working directly within the corporate social responsibility sector or directly with corporate donors.
5. Experience of working in the voluntary and community sector.
6. Experience of legacy fundraising
7. Previous use of a CRM (Salesforce or equivalent)

## Job Description

### 1. **Develop new philanthropy:**

- To prospect and engage in the identification and cultivation of prospective donors and next generation philanthropists
- To 'make a convincing case for support' for Philanthropy and MK Community Foundation utilising relevant research into the needs of the voluntary, Community and Cultural sector through vital Signs and SDG's.
- To develop relationships with High Net Worth Individuals to develop ongoing support
- To develop a legacy giving programme
- To research and evaluate new models of philanthropy to be able to develop new philanthropy programmes and products.
- Organise events that promote philanthropy

### 2. **Share knowledge of giving and provide philanthropy and donor advice**

- To understand and explain to donors how invested funds provide grant making.
- To understand and explain tax-effective giving
- To advice donors on the various ways of giving to the Community Foundation
- To understand and adhere to fundraising regulations and data protection.
- Engage in Regional and National UKCF working groups, meetings and forums.

### 3. **Develop and support philanthropy advice relationships:**

- To develop and maintain relationships with a range of philanthropists and / or their professional advisors
- The ability to actively listen, reflect and challenge, to understand needs and aspirations, asking questions to raise awareness and to generate insights and new thinking.
- To provide good stewardship to existing supporters and donors
- To take responsibility for organisation wide philanthropy projects.
- To discern donor intent, values, motivations, interests, and passions and support their needs

### 4. **Understand the local voluntary, community and cultural sector and gain knowledge:**

- To understand local issues and needs and be alert to opportunities where philanthropy could make a difference
- To research, participate in and deliver the Vital Signs Report
- To identify gaps in funding to a locality, social need or service area
- To support donors and potential beneficiaries to explore the benefits of meeting local needs from a range of perspectives, always aiming for the greatest impact
- To understand the size, shape and scope of the local voluntary sector and of current issues affecting the sector

### 5. **Be an effective grant maker:**

- To understand the Community Foundation's grant-making priorities, criteria and restrictions

- To assess grants, rent subsidy and land applications against need, sustainability, partnerships, reach, diversity impact objectives
- Commit to comprehensive record-keeping
- Commit to robustly and professionally dealing with grant-making challenges

**6. Monitor the impact of our work and share this effectively with donors to bring philanthropy to life:**

- To monitor and evaluate the success of Community Foundation grants
- To evaluate the success of a portfolio of Community Foundation grants at a fund or foundation-wide level
- To bring philanthropy to life, through effective storytelling, project reporting, project visits and engagement opportunities

**7. Contribute to Mk Community Foundation**

- Manage support staff as required
- Represent the Foundation at a variety of events
- Work effectively with other teams across the Community Foundation
- Other duties that relate to philanthropy as required.