



MEDICAL AID FOR PALESTINIANS



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JOB DESCRIPTION

Job Title	Philanthropy Officer
Location	33a Islington Park Street, London N1 1QB
Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Palestinian refugee camps of Lebanon.
Job Purpose	As a part of the Philanthropy Team, you will be responsible for raising major income from individuals, trusts and companies by identifying and cultivating contacts; soliciting and stewarding gifts; and organising bespoke events (including occasional programme visits).
Salary	£30,516
Hours	Full-time
Reporting to	Philanthropy and Development Manager
Responsible for	Volunteers (when applicable)
Key Internal relationships	Philanthropy Team; Wider Fundraising team SMT; Overseas Staff; all UK teams
Key External relationships	Major individual donors, trusts, companies, prospects; UK and International prospects/resources,
Contract	Permanent

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

1. Duties and key responsibilities

Donor Stewardship and Reporting

- Research, manage and develop relationships with a portfolio of donors, informing, educating, and inspiring them about MAP's work, and asking them for donations either directly in application or facilitating asks by peers.
- Ensure that all major givers in your portfolio are provided with the highest level of stewardship and take overall responsibility for your own contacts and annual workplan.
- Ensure the upkeep of a database and filing system on all existing and prospective donors.
- Responsibility for fulfilment of our bi-annual small trusts mailing growing income from existing trusts and foundations.
- Responsibility for the fulfilment of our Mid-Value programme, including thanking, stewardship and potential gift up-lift.
- Provide regular reports to Philanthropy and Development Manager.
- Develop relationships with Trustees, Patrons and other ambassadors/high net worth volunteer fundraisers of MAP where appropriate.

Events

- Ensure that appropriate donors/prospects/influencers are invited to cultivation and ask events and to attend these events in the UK.
- Support in the development of Philanthropy team events, including dinners, receptions, and donor field visits, as part of a project team

Research

- Proactively identify, research and develop major givers, whether giving as individuals or through trusts or companies, including non-UK

General

- Work closely with colleagues in the Philanthropy team and other colleagues, maximising all opportunities and supporting a dynamic, successful and professional team
- Ensure that data security is maintained and that legal and regulatory requirements are fully complied with (such as Data Protection, ICO, Fundraising Regulator and,



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Institute of Fundraising Regulations), keeping informed of trends and developments in the UK fundraising marketplace.

- Undertake other tasks when necessary, to achieve the overall objectives of the team and the organisation.

2 General Responsibilities

- Support the mission, ethos, and values of MAP.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.

PERSON SPECIFICATION

Experience

- Experience of securing high level gifts from UK-based and overseas major donors and/or trusts.
- Experience / good understanding of major donor, trusts, and corporate fundraising.
- Driven, proactive and externally focussed, able to spot and create opportunities.
- Experience of stewardship and cultivation events.
- Experience of investigating, collating, summarising, and disseminating research.
- Experience of writing & presenting cases for support, letters, and reports.
- Experience of using a database to support prospect targeting and research (knowledge of Raiser's Edge is desirable).
- Ability to prioritise and work on numerous projects simultaneously.

Skills and abilities

- Strong interpersonal skills
- Compelling presentation skills and confident public speaking
- Self-motivated and pro-active in seeking out answers to problems.
- Ability to deal with information in a confidential manner and respond with sensitivity.
- Ability to confidentially deal with all levels of staff and key stakeholders with tact and integrity.
- Strong attention to detail
- Understanding of overseas development issues is desirable.
- Knowledge, understanding, and experience of Palestine or the Palestinian cause and community is desirable.

Education/training

- Educated to undergraduate level, or equivalent.
- Additional fundraising related qualification is desirable.
- Knowledge of UK & overseas markets, especially humanitarian issues and funding is desirable.

Personal attributes and other requirements

- Methodical, thorough, and organised approach to project support, with ability to work under own initiative to meet deadlines.
- Commitment to personal learning, development, and improvement in pursuit of own objectives and those of the team and organisation
- Strong administrative skills; computer literacy; good numeracy.
- Ability to work weekends/evenings on occasion to support events and other activities in the UK, and to travel overseas where necessary.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to MAP's aims and values