



## Job Specification: Fundraising Officer (Philanthropy)

Department:	Fundraising
Scale:	UK Grade 2
Line managed by:	Philanthropy Coordinator
Responsible for line managing:	N/A
Location:	MAG UK - Manchester

**MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

**MAG's Values.** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

**DETERMINED** - we work with purpose.

**EXPERT** - through excellence and expertise we build trust.

**INTEGRITY** - we strive to do the right thing.

**COMPASSION** - people come first in everything we do.

**INCLUSIVE** - we are inclusive, and we value diversity.

### Job Purpose:

This is a **key fundraising position** in an ambitious organisation that is continuing to **grow its income, impact and influence at pace**. This is a great time to be joining MAG as we drive forward a new five-year organisational strategy and global fundraising strategy to transform our income. The Philanthropy team at MAG aims to secure multi-year, multi-million philanthropic pledges from high-net-worth individuals, trusts and foundations, and corporates to ensure the sustainability of MAG's work around the world.

**This is an exciting opportunity if you are looking to take your first step into the charity sector or develop your skills in philanthropy fundraising.** This role offers you an excellent opportunity to gain varied experience working across all income streams within the Philanthropy team.

As Fundraising Officer (Philanthropy), you will directly support the Philanthropy team in delivering fundraising activity and help to build relationships through research, events, communication, and cultivation as well as identifying new prospects to build a pipeline of future supporters who will help MAG deliver its life-saving projects around the world. **You will have a passion for fundraising, a self-starter and bring your proactive approach to enable our team to be as efficient as possible.**



### Job Description

This Fundraising Officer (Philanthropy) position will work directly with the team to support fundraising activity from Trusts and Foundations, Major Donors and Corporates to support the delivery of our Fundraising strategy. This role will

- Support the delivery of the five-year Global Fundraising strategy, contributing to philanthropic income across MAG.
- Conduct research on suitable donor prospects using a range of on-line resources, databases and publications, and inputting accurate summaries into donor profiles, databases and ensuring information is kept up to date.
- Maintain the prospect pipeline and planning calendar to maximise funding opportunities for applications ensuring MAG and the team are aware when funders re-open for applications again, along with recording new opportunities for funding.
- Maintain and develop existing relationships with current and prospective donors within your donor portfolio.
- Assist the Philanthropy team in preparing materials such as compelling cases for support, stories of change or sourcing project information to support with funding applications and reports for new and existing donors in line with deadlines.
- Support the creation of bespoke communications, reports and updates for the team to tailor for their individual portfolios.
- Provide administrative support to the team from taking minutes and action points for a range of internal and external meetings to arranging meetings and visits with donors and prospective donors.
- Answer donor enquiries and action accordingly e.g., thanking donors for their support, printing and mailing activities in line with donor recognition processes.
- Support the team in the delivery of fundraising and engagement events throughout the year, undertaking the day-to-day administration and management of key events.
- Update and maintain records on our supporter database and develop systems to track communications, as well as ensuring that fundraising systems and processes are well maintained and compliant with industry best practice and legal requirements.
- Monitor, analyse and report accurately on income including supporting the Head of Philanthropy to develop quarterly and annual budgeting and activity planning.
- Any other duties as reasonably required by MAG to support philanthropy activities.

### All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference



**Person Specification**

**Essential Experience**

- Experience of building excellent working relationships in a voluntary or commercial/sales environment.
- Experience of delivering outstanding and bespoke customer service and support.
- Experience of project management skills with a track record of meeting deadlines.
- Experience of carrying out research to identify and profile prospective donors or customers.
- Office administrative experience with the ability to improve systems and processes.
- The ability to use a database to record information and to analyse and extract data.

**Essential Skills and Knowledge**

- Excellent written and verbal communication skills including presentation skills and the ability to communicate complex information in a clear, effective and persuasive manner.
- Excellent interpersonal skills, with the ability to communicate with people at all levels, on the telephone, face to face and in writing.
- Excellent organisational skills, attention to detail and the ability to meet deadlines.
- Ability to develop, work to and monitor annual plans and budgets.
- Ability to use Outlook and the full Microsoft Office suite to produce effective correspondence for a range of audiences and to develop spreadsheets.

**Essential Aptitude**

- Interest in building a career in fundraising and / or philanthropy.
- Results driven, seeking to continuously learn and improve.
- Self-starter and proactive.
- Authentic, high-quality communicator with the ability to build relationships with a range of stakeholders.
- Lead by example and are hard-working, enthusiastic, a good listener and a team player.
- As a member of a small team be able to work in a flexible and agile way with types of Philanthropy work.
- Ability to work flexible hours, at evenings and weekends when required.

**Desirable**

- Experience of organising or helping to organise events.
- Experience of working in a fundraising environment.
- Experience of working with CRM databases
- Meeting and exceeding targets.
- Knowledge of current trends in philanthropy.
- Knowledge of data protection and relevant fundraising codes and standards.

<b>Signed employee:</b>	<b>Date:</b>
<b>Signed manager:</b>	<b>Date:</b>

November 2024