



MSF-A JOB DESCRIPTION

JOB TITLE:	Philanthropy Specialist
DEPARTMENT:	Fundraising
JOB HOLDER:	New Role
REPORTS TO (JOB TITLE):	Philanthropy Manager – Trusts & Foundations and Campaigns

JOB PURPOSE

The Philanthropy Specialist is responsible for driving revenue by building and maintaining strong relationships with high-net-worth donors and prospects. The role will manage its own portfolio of donors through an agreed relationship management process. It will be responsible for the solicitation of gifts, the cultivation and stewardship of donors, and completing associated reporting and administration. The role also supports the Philanthropy team in the development and execution of the philanthropy strategy, and contribute to all team and donor engagement activities.

DIMENSIONS

Financial:

Responsible for meeting an annual revenue

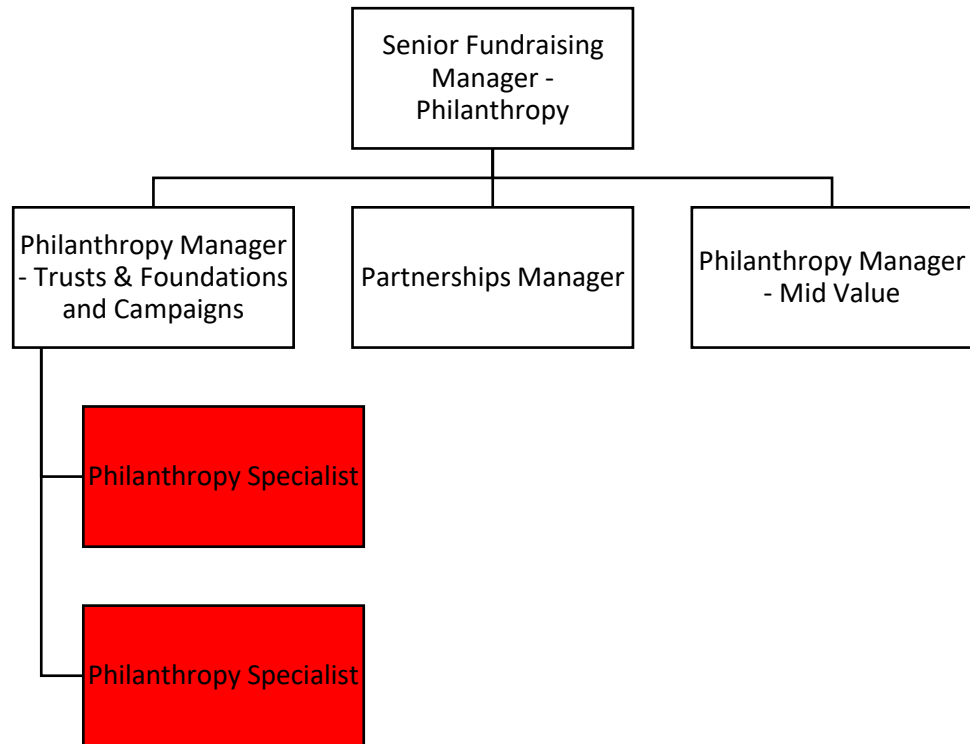
Staff:

None

Other: Collaborate with all fundraising teams at MSF, including international colleagues and teams to further fundraising goals and the mission.

DATE:	18/8/2023
--------------	-----------

ORGANISATIONAL STRUCTURE



CONTEXT

- The Philanthropy Specialist works in the Philanthropy team, part of MSF’s broader Fundraising team.
- This team is responsible for the relationship focused activities within fundraising – those that are high touch and personal as opposed to Direct Marketing or Gifts in Wills Fundraising.
- The Philanthropy Specialist primarily cultivates, solicits and stewards a portfolio of individual donors giving at a major donor level. Personally, identifying prospective donors and philanthropic opportunities.
- MSF’s relationship fundraising has had a historical focus on stewardship – this role will help execute the change to a more propositional focus.

ACCOUNTABILITIES

- Achieve agreed revenue targets from assigned portfolio of donors
- Engage and retain donors from assigned portfolio
- With the assistance of the Philanthropy Manager and Senior Fundraising Manager – Philanthropy, develop engagements and solicitation plans for each donor in their portfolio

KEY PERFORMANCE INDICATORS

- Major gifts are secured to meet or exceed annual fundraising targets for the position and team.
- Meet agreed retention and upgrade targets from portfolio.
- Meet the required touch point targets for each donor as per management plan
- Individual donor engagement plans are developed and executed for assigned portfolios.

DATE:	18/8/2023
--------------	------------------

<ul style="list-style-type: none">➤ Contribute to the division and development of donor portfolios➤ Project manage donor engagement activities such as in communications, person events and webinars➤ Reporting on progress against agreed plans and toward targets.➤ Effective collaboration with other team members, teams and departments.➤ Compliance with all relevant fundraising regulations, MSFA Editorial standards and ethical practices.	<ul style="list-style-type: none">➤ Reporting is clear, accurate and completed to agreed standard.➤ Projects are managed and completed in a timely manner and agreed standard➤ The Philanthropy Specialist integrates well across the department and the rest of the organisation.➤ Activities are in line with legislation and fundraising industry standards
--	---

CHALLENGE & CREATIVITY / DECISION-MAKING

- Creating engagement and solicitation plans for high net worth donors and prospects.
- Identifying and progressing opportunities to further engage donors in order to increase their giving, including the development of high-quality special events and bespoke experiences, which build major donors' understanding, engagement and financial support for MSF
- Maintaining a portfolio where they can effectively increase the total value of giving to the organisation.
- Data on current and prospective major donors are accurately collected and recorded on the CRM which will assist in optimising and informing the strategy.

KNOWLEDGE, SKILLS & EXPERIENCE

- Experience and having the confidence to speak with donors including soliciting gifts.
- Experience in relationship &/or campaign fundraising.
- An understanding of broad fundraising principles and industry practices.
- Demonstrated ability to build and maintain strong relationships with internal and external stakeholders.
- Ability to communicate and manage the goals of the organisation in conjunction with those of major donors, to obtain the best outcome for both, always within the missions, values and strategy of MSF.
- Great teamworking ethic.
- Strong communication and interpersonal skills, with the ability to articulate complex ideas in a clear and concise manner.
- A dynamic and results-driven self-starter;
- Outstanding organisation and administrative skills, including ability to manage multiple relationships and projects simultaneously.

COMPETENCIES

- Lead by example. In MSF- Australia, the following five values form the foundations of our culture: **Transparency, Respect, Understanding of Diversity, Stepping In and CollaboraTion**. As a leader, your behaviours and actions are expected to consistently reinforce these values

DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	