

PHILANTHROPY MANAGER JOB DESCRIPTION

Role:	Philanthropy Manager (0.6 FTE)
Location:	Home-based within the UK, with occasional travel for team meetings, events and donor visits.
Salary:	£40,000–£45,000 FTE (0.6)
Type:	Part-time
Job contract:	Permanent
Responsible to:	Director of Fundraising and Communications
Benefits:	Flexible working arrangements, 28 days of annual leave, bank holidays (FTE pro rata for part-time) + 1 day off for your birthday, 5% pension scheme and Employee Assistance Programme

About Overcoming MS:

Every five minutes, someone, somewhere in the world is diagnosed with multiple sclerosis (MS). For many, those words are followed by fear, uncertainty and unanswered questions. Too often, people leave appointments without knowing how nutrition, exercise, stress management and other evidence-based lifestyle changes can play an important role alongside medical treatment.

Overcoming MS is the leading global charity dedicated to helping everyone with MS live well. We turn the best available evidence into practical support people can use every day. Together with our global community and healthcare professionals, we're working to make healthy lifestyle support part of everyday MS care.

We're entering an exciting new chapter. Over the next three years, we're investing in growing philanthropy to diversify income, build long-term sustainability and reach more people living with MS than ever before. This newly created role will play a pivotal part in making that ambition a reality.

Job summary:

As our Philanthropy Manager, you'll lead our trusts and foundations fundraising while building meaningful relationships with major donors who share our vision. Working closely with the Director of Fundraising & Communications, CEO and Trustees, you'll help build and grow our philanthropy programme, securing significant gifts and developing long-term partnerships that enable more people living with MS to access trusted information, evidence-based lifestyle guidance and a supportive community.

This is a rare opportunity for an ambitious fundraiser who enjoys building something new. You'll have the freedom to shape a growing philanthropy programme, develop new opportunities and play a central role in delivering our fundraising strategy.

About you

You're an experienced relationship fundraiser with a successful track record in trusts and foundations and/or major donor fundraising.

You'll bring:

- A proven track record of securing significant five-figure gifts and grants, with experience developing or securing six-figure funding opportunities.
- Excellent proposal and bid writing skills.
- Strong relationship-building and stakeholder management experience.
- Confidence working with philanthropists, senior decision-makers and trustees.
- The ability to balance strategic thinking with delivering ambitious income targets.
- Excellent communication, organisation and influencing skills.

Most importantly, you'll share our belief that everyone living with MS deserves access to trusted information, practical support and hope for the future.

Key responsibilities and duties:

The role comprises of the following key areas of responsibility:

Trusts and Foundations

- Lead and develop our trusts and foundations fundraising programme.
- Build and manage a strong pipeline of prospective charitable trusts and foundations.
- Research and identify new funding opportunities aligned to Overcoming MS' strategic priorities.
- Develop compelling funding applications, reports and proposals.
- Deliver excellent stewardship and timely reporting to existing funders.

Major Donors

- Develop and manage relationships with existing and prospective major donors.
- Work with the Director of Fundraising & Communications, CEO and Trustees to identify, cultivate, solicit and steward prospective philanthropists.
- Develop tailored cultivation and stewardship plans aligned to supporters' interests and motivations.
- Prepare personalised proposals, presentations and impact reports.
- Secure significant five-figure gifts while developing and progressing opportunities capable of generating transformational six-figure support.

Philanthropy development

- Research and identify opportunities to grow both restricted and unrestricted income.

- Develop compelling cases for support that communicate the impact and ambition of Overcoming MS.
- Collaborate with colleagues across fundraising, communications and services to translate our evidence, insight and organisational priorities into inspiring funding propositions.
- Contribute to philanthropy strategy, pipeline development, income forecasting and long-term fundraising growth.
- Maintain accurate fundraising records, prospect pipelines and reporting through our CRM system.
- Support donor cultivation events and opportunities to deepen supporter engagement.

Compliance and representation

- Act as an ambassador for Overcoming MS, building relationships that increase awareness and support for our work.
- Ensure fundraising activity complies with the Fundraising Regulator's Code of Fundraising Practice, GDPR and organisational policies.
- Keep up to date with fundraising best practice and sector developments.

PERSON SPECIFICATION

We're looking for someone who is excited by the opportunity to build, grow and shape a philanthropy programme that will help more people live well with MS.

Essential

- Proven experience securing significant five-figure gifts and grants from trusts and foundations and/or major donors, with experience developing or securing six-figure funding opportunities.
- An excellent track record of developing successful funding applications, compelling proposals and persuasive cases for support.
- Experience identifying, cultivating, soliciting and stewarding high-value supporters.
- Outstanding written communication skills, with the ability to translate evidence and impact into compelling fundraising propositions.
- Strong relationship-building and influencing skills, with confidence engaging philanthropists, trustees and senior stakeholders.
- Experience managing fundraising pipelines and using CRM systems.
- Excellent organisational and project management skills, with the ability to manage multiple priorities independently.
- A proactive, collaborative and solutions-focused approach.

- Excellent attention to detail.
- A commitment to the mission and values of Overcoming MS.

Desirable

- Experience working within a health, disability or medical charity.
- Experience working with volunteer leaders, ambassadors or Boards.
- Experience using Dynamics 365 or a similar CRM system.
- An understanding of multiple sclerosis or an interest in evidence-based lifestyle approaches to long-term health.

How to apply

If you are interested in applying for the Philanthropy Manager role, please submit your CV and cover letter via [CharityJob](#).

Application timeline:

- Closing date: 9am on Wednesday 12th August
- Shortlisting: Thursday 13th August
- First round interviews: Monday 17th August online via Microsoft Teams
- Second round interviews: TBC