JOB DESCRIPTION

Job Title: Philanthropy and Partnerships Manager: New Business
Time Commitment: 3 to 5 days a week with flexible working options (Permanent Contract)
Based at: Mainly home based but with access to MQ Office, London, EC1Y
Reporting to: Head of Philanthropy and Partnerships
Salary: £35,000 pro rata

Job Purpose Summary:

To make our vision a reality, at MQ we’re building an engaged support base of partners, investors, corporates, trusts and members of the public – all working with us to fund and champion world-class mental health research.

High value philanthropy sits at the heart of our fundraising, engagement and research plans and has been the main source of income for this young but advanced charity. We are seeking an exceptional Philanthropy and Partnerships Manager to develop new business across our high value fundraising streams: corporates, trusts and major donors. Working closely with the team, this role will require someone ready to take a lead in building a sustainable pipeline of donors for mental health research and MQ’s future.

Key Responsibilities:

- To build a sustainable MQ high value new donor and sponsorship pipeline across corporates, trusts and major donor individuals

- To capitalise on the expertise and networks of MQ’s senior volunteers, including working closely with MQ trustees and managing our Corporate Development Network of senior business leaders

- To help develop new fundraising proposals, with a particular early focus on corporate sponsorship opportunities

Key activities:

- Relationship manage prospects of £10-100k through the identification, qualification and, working in partnership with fellow Philanthropy and Partnerships Team members, solicitation stages for new donors to MQ

- Working closely across the team to develop the Philanthropy and Partnerships 2022 budget as well as report against 2021 income and expenditure targets
- Lead on the delivery of a new small trusts mailing at MQ
- Work collaboratively with MQ colleagues to identify and maximise new opportunities for partners and prospects, particularly with the Community and Challenge Event Manager in the Marketing team
- Work across the team to identify opportunities to transfer corporate contacts to major donor prospects and vice versa
- Carry out targeted and systematic research to establish new high value prospects utilising existing networks, the MQ database, search engines and referrals
- Work closely with the Philanthropic Partnerships team and Database Officer to deliver and track the added value of donors e.g. through challenge event fundraising, donating auction prize items and buying tables at special events
- Keep MQ’s central database up to date with all corporate and prospect actions
- Provide other support to the team as and when required

**Person specification:**

*Key skills and attributes*

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<tr>
<th>Requirement</th>
<th>Assessed through application</th>
<th>Assessed through test</th>
<th>Assessed through interview</th>
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<tbody>
<tr>
<td>Experience of developing strong philanthropic relationships with and managing a pool of individuals, foundations and/or corporates at 4/5 figure gift level</td>
<td>x</td>
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<td>Proactive attitude and evidence of experience of identifying and developing new relationships and securing new business/gifts from individuals, foundations and/or corporates</td>
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<td>Evidence of ability to communicate effectively and confidently, able to tailor messages to supporters, produce a persuasive case for support, lead meetings with senior leaders and deliver compelling presentations and pitches to a range of audiences</td>
<td>x</td>
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Evidence of strong written skills, ability to write proposals and updates | x | x |

Strong organisational and time management skills | x |  |

Tenacious with the ability to thrive under pressure | x | x |

Ability to convey passion for MQ’s cause and the work that we do | x | x |

Willingness to work additional hours according to specific organisational demands |  |  |

MQ Benefits:

Flexible working

As a mental health charity, staff wellbeing is of paramount importance. We operate a core hours policy (10-4) to encourage flexible working and staff are mainly home based with the requirement to come in to the office for monthly all staff meetings and may be required in for other team or project relevant meetings. A standard full-time working week is 35 hours, plus an hour for lunch breaks.

Holidays

Annual holiday entitlement of 28 days plus bank holidays.

Wellbeing

MQ is committed to ensuring the wellbeing of employees through a number of benefits:

- **Wellbeing allowance**
  MQ provides an allowance of up to £600 per annum for each employee to spend on activities that increase their wellbeing. This is paid through payroll and is taxable.

- **Cycle to work scheme**
  An interest-free loan is available to enable employees to purchase a bike and accessories, repaid via equal deductions from the employee’s salary over 12 months.

- **Employee Assistance Programme**
  All employees and their families have access to a 24-hour confidential advice and support line.

- **Counselling**
  Employees have access to a number of free face-to-face sessions, via the EAP scheme.
Sick pay
MQ provides enhanced sick pay, subject to certain criteria.

Pension
MQ makes contributions of 5% and employees make contributions of 3%.

Maternity leave
All pregnant employees or employees who are the main adopter are entitled to up to 52 weeks maternity or adoption leave and, subject to certain criteria, enhanced maternity or adoption pay during this period.

Paternity leave
MQ provides up to 2 weeks paid paternity leave to the partner of a mother or main adopter.

Shared parental leave
MQ provides up to 50 weeks shared parental leave for employees to share with their partners. MQ will provide Enhanced Shared Parental pay, in line with enhanced maternity pay.

Season Ticket loan
An interest free season ticket loan is available, repaid via equal deductions from the employee’s salary over 12 months.

Development
We value employee development and review individual training needs through our performance management system. The Head of HR also runs internal development sessions for all staff through our training programme, MQ Academy.
Equal Opportunities Form

MQ is committed to providing equal opportunities for all.

Please help us monitor the effectiveness of our equal opportunities policy by completing this form. This will be detached from the application form prior to assessment and kept separately to your application. This information will be used purely for statistical purposes.

Post applied for: __________________________

Gender

Please put a tick next to the appropriate answer below:

Male
Female
Prefer not to say

Disability

MQ welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Having read this definition, do you consider yourself to have a disability?

Yes
No

Ethnic Group

The categories indicated below are those recommended for use by the Commission for Racial Equality. How would you best describe your ethnic origin?

Bangladeshi
Black African
Black Caribbean
Black Other (Please specify)
Chinese
Indian
Irish
Pakistani
White
Other (please specify)

**Nationality**

UK
Other (please specify)

*Thank you for answering these questions*