

## Job Description

### Head of Partnerships and Philanthropy– New Business

Grade	Grade 4
Salary Range and benefits	(FTE) £44,015 - £48,905, Pension contribution 8% of salary, life insurance, flexible working, remote working, office available 57 Norton Park, Edinburgh, EH7 5QY.
Full/Part Time	Full time
Location	Scotland-based (in-person meetings with colleagues are in Scotland), with periodic in-person meetings with donors where appropriate, plus other occasional in-person networking.
Reporting to	Director of Fundraising and Communications

#### The Role

EMMS International is Scotland's longest serving international Christian healthcare charity based in Edinburgh, committed to developing healthcare in some of the world's poorest communities. We develop healthcare services and infrastructure in India, Nepal, Malawi, Zambia, Rwanda and Scotland. Our current work includes exciting programmes to build a new College of Nursing in India, introducing palliative care in hard-to-reach places in Nepal, supporting services for people with dementia in Scotland and supporting vulnerable young women into healthcare careers. Our aim is to match the ambition of our global projects with transformational levels of income from philanthropic and partnership giving - and we would like the right candidate to be part of that journey. If this sounds like you, we would like to hear from you.

We are committed to welcoming people from the widest possible diversity of background, culture, and experience. We are looking for a passionate and experienced fundraising professional to join our fundraising team.

As Head of Philanthropy & Partnerships, you will be specifically responsible for taking our major donor and corporate development programme to the next level by securing new donors through strategic interventions.

The candidate should be a highly motivated self-starter who is not only experienced in major donor stewardship, but who is prepared to go that extra mile to meet and engage prospective donors as well as existing HNWI's. Inspired and motivated by the work of EMMS, the post holder will be someone who will significantly develop the charity's philanthropy giving, and increase income and the quality of these relationships.

## **Key Responsibilities**

- Develop and manage a portfolio of new mid-level donors (MLD) to high value supporters, demonstrating both fundraising excellence and best practice in all stages of engagement and stewardship.
- Achieve income and key accountability targets providing reports and updates as required and outlined in annual plans.
- Proactively research, cultivate and manage new prospects engaging them in the charity's work, securing their support, financial or other as appropriate.
- Develop and implement relevant donor stewardship communications.
- Develop high value networking events targeted to UHNWI's and HNWI's.
- Develop and manage new and existing corporate partnerships that will raise income, grow supporter acquisition, and raise brand awareness of EMMS International.
- Work closely with other members of the team in crossover areas such as donor research and nurturing for trust and foundation proposals, and regular giving.
- Create and implement stewardship events where appropriate.
- Create and implement fundraising opportunities targeted to MLD's and HNWI's
- Provide regular reporting to Director of Fundraising and the Leadership Team.
- Support the Director of Fundraising with the current philanthropy programme in the UK.
- Champion the use of data and insight in driving high value fundraising, supporting the use of the database for effective prospect and donor management.
- Create and develop a high value regular giving programme.

This role will require occasional evening and weekend working for which TOIL will be granted.

## **Attributes and Skills**

Ability to apply a broad range of communication skills to influence, motivate, and persuade a wide range of people to donate.

Excellent interpersonal skills and the ability to communicate effectively and passionately – in person, by telephone / video call and in writing. Impressive networking and presentation skills.

Excellent organisational and planning skills and the ability to manage multiple priorities, meet deadlines and achieve targets.

Highly motivated and target driven, proven track record of delivering income against targets and timescales, often working autonomously.

Ability to develop strong working relationships with Trustees, senior management, staff and volunteers: diplomatic, persuasive and credible at all levels.

Experience of identifying and cultivating relationships with high value supporters and prospects, securing significant (£'s) gifts.

Experience of high value donor stewardship and relationship development. Experience of developing and communicating high value funding propositions.

<p>Experience of creating compelling cases for support and applications. Driven to provide the very best supporter experience.</p> <p>Proven project and event management skills.</p> <p>Ability to analyse data to prepare performance reports on all activity relating to HNWI's.</p> <p>Excellent writing skills with a meticulous attention to detail.</p> <p>Able to work well as part of a team.</p> <p>At least five years' experience in charity fundraising, preferably in the international development sector</p> <p>Track record of securing six-figure gifts</p>
<p><b>Inclusion</b></p> <p>EMMS International is a non-denominational Christian organisation. We do not advance religion. The post-holder is expected to have sympathy with the Christian faith and support our values and those of our supporters.</p>
<p><b>Travel</b></p> <p>The post holder will be required to travel as part of their role. This could be within UK to visit funders. Currently, EMMS International has work in India, Nepal, Malawi, Edinburgh, Rwanda and Zambia.</p>
<p><b>Right to Work in the UK</b></p> <p>All staff are required to provide evidence of their right to work in the UK.</p>
<p><i>This job description cannot cover every matter or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.</i></p>
<p><b>Any questions?</b></p> <p>Please give us a call on 0131 313 3828</p>

To apply please send a letter of application and CV which includes contact details for two referees to Laura Brown, Director of Fundraising and Communications at EMMS International. Your cover letter should state your motivation for applying and how you are suited to this job.

[Laura.Brown@emms.org](mailto:Laura.Brown@emms.org) by 12<sup>th</sup> April 2024 We will not contact references until a job offer has been made, and the applicant accepts, subject to references.

Closing date for applications: 12.4.24