

Philanthropy Support Executive

Hours:	37.5 Per Week (additional hours maybe required during busy periods)
Location:	London N3
Office Hours:	9am-5.30pm (4.30pm closing on a Friday) 4 days in office, 1 from home
Accountable to:	Head of Fundraising
Salary:	£33,000 - £36,000

Who we are

Magen David Adom UK was established primarily to assist Magen David Adom in Israel, Israel's only National Blood and Medical Emergency Service, saving the lives of all of Israel's citizens regardless of religion.

We also give aid to other equivalent organisations around the world, providing urgent medical care to civilians irrespective of their nationality, religion, ethnic origin, age, disability, sexual orientation or political affiliation.

We are a small team who are all deeply committed to the cause, striving each day not only to do well at our jobs, but to consciously save lives through our work.

Context

MDA UK is one of the leading Anglo Israeli nonprofit organizations and has played a crucial role in raising over 40% of the total funds contributed by the UK Jewish community to Israel following the Hamas terrorist attack on 7/10.

Now, MDA UK seeks a new team member to support its fundraising efforts, aiming to maintain momentum, to support a donor base that has since quadrupled, and to help maintain growth in a post-7/10 world.

Role

We are seeking a dynamic and experienced Philanthropy Executive. This highly organized and donor-focused individual will be instrumental in the process of engaging, cultivating and stewarding relationships with high-net-worth individuals, trusts, foundations, and corporate donors to ensure they are supported. This pivotal role will be responsible for the management of the MDA Patron Scheme and work will colleagues across MDA UK (in London, Manchester and the Provinces) and its stakeholders in Europe, Israel and beyond.

Responsibilities

- To play a pivotal role and primary support to the team for all of MDA's activities with new and existing major donors and to run the MDA Patron's Scheme.
- Maintain accurate records of interactions with major donors in the CRM system (Raiser's Edge).
- Coordinate weekly internal donor meetings and prepare donor and fundraising reports for the SLT and Board of Trustees.
- Generate weekly reports on donor activities, ensuring appropriate follow-up actions are taken.
- Monitor and organize donor prospects, assigning them to appropriate fundraisers.
- Collaborate with MDA in Israel and MDA UK colleagues in London and Manchester to coordinate and update donor fundraising materials, including brochures, website content, and project information.
- Coordinate fundraising approaches to avoid duplication and optimize resource allocation.
- Document and monitor donor proposals.
- Oversee support for major donors throughout the annual fundraising campaign.
- Cultivate and strengthen donor relationships through various engagement strategies.
- Manage the relationship with MDA UK's creative agencies to develop marketing materials for fundraising initiatives and events, ensuring fundraising content is current across all platforms.

Experience Required

- The ideal candidate should have prior experience in fundraising, ideally being involved in cultivating, soliciting, and stewarding major donors.
- Proficiency in using a fundraising CRM system such as Raiser's Edge or similar software is essential, with the ability to maintain accurate records of donor interactions and generate reports.
- You must possess outstanding interpersonal skills and a proven track record of effectively engaging donors and stakeholders such as high-net-worth individuals, trusts, foundations, and corporate donors.
- Experience collaborating with diverse teams and stakeholders, both internally and externally, is essential.
- You should be able to think strategically and demonstrate the capability to develop and implement strategic fundraising approaches to optimise resource allocation and maximise donor support.
- Strong project management skills are crucial for coordinating internal donor meetings, preparing reports, and overseeing fundraising campaigns effectively.
- Experience in developing marketing materials for fundraising initiatives and events, along with ensuring consistent messaging across platforms, is highly desirable.
- Overall, the ideal candidate for this role would possess a blend of strategic thinking, relationship-building skills, fundraising expertise, and proficiency in donor management systems to effectively support MDA UK's fundraising efforts and mission.

To apply, please send a CV to joshuadiamond@mdauk.org. Interviews will be arranged as applications are received.