

MUSLIM AID | JOB DESCRIPTION

Job Title:	Philanthropic & Corporate Officer
Department:	Growth
Location:	London, UK (Hybrid)
Reports to:	Philanthropic & Corporate Manager
Line Management:	None
Contract Type:	Permanent, Full Time
Grade:	2
Safeguarding:	Muslim Aid has a zero-tolerance approach to Sexual Exploitation and Abuse (SEA) and all forms of safeguarding related misconduct, consistent with international standards including the UN Secretary General's Bulletin (ST/SGB/2003/13) and IASC PSEA principles. We are committed to the safeguarding and protection of children and vulnerable people across all aspects of our work. To prevent the recruitment of individuals with a history of SEA or safeguarding misconduct, all posts are subject to pre-employment vetting. This includes criminal records disclosure, a DBS check for UK-based candidates, or an equivalent criminal record check for candidates residing outside the United Kingdom, alongside reference checks that specifically address safeguarding and PSEA conduct. By applying for this position, candidates confirm their understanding of and commitment to Muslim Aid's safeguarding standards and accept that appointment is conditional upon satisfactory completion of all required checks.

JOB PURPOSE

The Philanthropic & Corporate Officer supports the development and delivery of fundraising activity across Muslim Aid's high-value income streams, including High Net Worth individuals (HNWIs), corporate partners, professional networks and Waqf/legacy giving. The post-holder identifies and helps cultivate relationships with donors and partners, contributes to securing income, and supports the delivery of engaging communications, proposals and events.

Working closely with the Philanthropic & Corporate Manager, the role sits within the Fundraising Lead's wider fundraising and growth portfolio and plays an important part in strengthening donor and partner engagement, ensuring high-quality stewardship in line with the MAUK Growth Strategy.

KEY RESULT AREAS & ACCOUNTABILITIES

1. Donor & Partner Development	
Deliverables	- Identify prospective HNW, corporate and professional network stakeholders who align with Muslim Aid's mission, in support of the team's donor acquisition strategy. - Promote campaigns and projects aimed at increasing awareness, donor engagement and gifting levels among philanthropic and corporate audiences. - Build relationships with stakeholders to position Muslim Aid as their charity of choice for giving. - Support the Manager in identifying and progressing Waqf and legacy giving opportunities.
2. Stewardship & Relationship Management	
Deliverables	- Maintain the philanthropic and corporate database, ensuring donor and partner information remains accurate, current and GDPR-compliant. - Collate project and impact information for use in donor communications that showcase Muslim Aid's work. - Maintain donor income and interaction records, ensuring clear audit trails exist for each giving appeal or partnership. - Respond to donor and partner queries within agreed timeframes, escalating complex matters to the Manager.

3. Communications, Proposals & Events

Deliverables

- Support the creation of bespoke pitch decks, proposals and donor communications that encourage major gifts and partnership giving.
- Maintain the team's outreach and pitch materials so they remain relevant and can be used for donor attraction, retention and stewardship activities.
- Support the planning and delivery of high-level donor and corporate events, including dinners, field visits and cultivation events.
- Collaborate with the Communications team to ensure consistent, on-brand messaging across philanthropic and corporate communications.

4. Reporting & Compliance

Deliverables

- Support the Manager in tracking philanthropic and corporate income and pipeline performance, feeding into monthly team reporting.
- Ensure due diligence checks are completed for donors, corporate partners, speakers and suppliers as required.
- Support delivery of Muslim Aid's Supporter Promise and relevant legal and regulatory standards across all philanthropic and corporate activity.

KEY PERFORMANCE INDICATORS (KPIs)

Specific targets to be reviewed and agreed with the Philanthropic & Corporate Manager. All KPIs are reviewed monthly/quarterly as indicated.

Area	KPI	Target / Frequency
Income	Contribution to philanthropic and corporate income vs annual target	Monthly; year-on-year growth
Pipeline	New prospects identified and added to the pipeline	Quarterly; target set in annual work plan
Stewardship	Donor and partner queries responded to within agreed timeframes	Ongoing; target 100%
Events	Donor/corporate events supported and delivered on time	Per event; target 100%
Compliance	Due diligence completed for relevant donors, partners and suppliers	Ongoing; target 100%

PERSON SPECIFICATION

Criteria	E / D	Assessment
QUALIFICATIONS		
Educated to degree standard or equivalent	Desirable	Application
EXPERIENCE & KNOWLEDGE		
Experience in fundraising, donor relations, corporate partnerships or a related supporter-facing role	Essential	Application & Interview
Understanding of digital and social media	Essential	Application & Interview
Knowledge of faith-based communities	Essential	Application
Knowledge of Waqf, legacy giving or major donor fundraising techniques	Desirable	Application
Strong knowledge of marketing and brand development	Desirable	Application
SKILLS & ABILITIES		
Strong organisational and planning skills, including management of time and resources	Essential	Interview

Criteria	E / D	Assessment
Excellent attention to detail	Essential	Interview
Strong written communication skills, able to draft letters, proposals, reports and other documentation	Essential	Application & Interview
Strong verbal communication and interpersonal skills	Essential	Interview
Ability to work under pressure and on own initiative	Essential	Interview
Ability to work flexibly at evenings and weekends during peak campaign periods	Essential	Interview
COMMITMENTS & VALUES		
Commitment to Muslim Aid's mission, vision and values	Essential	Interview
Commitment to Muslim Aid's ethos and Islamic principles of giving (Zakat, Sadaqah, Waqf, Amanah)	Essential	Interview
Commitment to equality of opportunity and diversity	Essential	Interview
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	Interview
Commitment to continuous professional development	Essential	Interview

CORE COMPETENCIES

Competency	Definition
Team Working	Co-operates with and respects colleagues; goes above and beyond individual efforts to support team outcomes.
Communication	Listens actively, expresses ideas clearly and communicates information effectively in written and verbal forms.
Results Focused	Gets the job done efficiently through effective time and task management; monitors and adjusts to achieve targets.
Relationship Building	Builds and sustains trusted relationships with donors, corporate partners and professional networks.
Innovation & Improvement	Constantly seeks to improve how work is done through analysis, creativity, problem-solving and proactive change.
Islamic Values in Practice	Embodies and communicates Muslim Aid's Islamic ethos authentically; applies the principles of Zakat, Sadaqah and Amanah in donor and partner engagement.

Muslim Aid is committed to the safeguarding and protection of children and vulnerable adults. All posts are subject to the relevant level of background check. Muslim Aid is an equal opportunities employer.