

MUSLIM AID | JOB DESCRIPTION

Job Title:	Philanthropic & Corporate Manager
Department:	Growth
Location:	London, UK (Hybrid)
Reports to:	Fundraising Lead
Line Management:	Philanthropic & Corporate Officer
Contract Type:	Permanent, Full Time
Grade:	4
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 Manager leads Muslim Aid's high-value fundraising portfolio, spanning High Net Worth (HNW) individuals, Muslim-owned corporates and professional networks, and Waqf and legacy giving. Reporting to the Fundraising Lead as part of the wider Fundraising & Growth portfolio, the post-holder develops and delivers a strategy that identifies, cultivates and stewards Muslim Aid's most significant donors and partners, converting relationships into sustained, high-value income in line with the MAUK Growth Strategy.

The post-holder line manages the Philanthropic & Corporate Officer, working closely with the Fundraising Lead and the wider Growth Department to ensure the philanthropic and corporate pipeline is properly resourced, reported and joined up with community fundraising, mosque partnerships and international growth activity.

KEY RESULT AREAS & ACCOUNTABILITIES

1. Philanthropic & HNW Fundraising Strategy	
Deliverables	- Develop High Net Worth donor approaches that drives long-term, sustainable revenue and year-on-year growth, aligned with the Fundraising Lead's overall fundraising and growth work plan. - Build and manage a live HNW pipeline, identifying, cultivating and securing new major donor relationships across priority markets. - Deliver a first-class major donor experience, including bespoke pitch decks, proposals and tailored stewardship journeys that reflect the scale of each donor's support. - Organise high-level donor engagement moments, including dinners and field visits, to ensure HNW donors feel valued and connected to Muslim Aid's work. - Report HNW pipeline, conversion and income performance monthly to the Fundraising Lead, flagging risks and opportunities as they arise.
2. Corporate & Professional Networks	
Deliverables	Develop a corporate and professional networks fundraising plan, aligning approaches with corporate CSR priorities and Muslim Aid's Corporate & Professional Networks.

	● Grow income from Muslim-owned corporates, businesses and professional networks, ensuring new relationships convert into sustained donating relationships. ● Manage corporate partnership agreements and sponsorships from initial approach through to delivery, ensuring value for money and a strong return on investment for Muslim Aid. ● Showcase Muslim Aid's work to senior corporate and business stakeholders, positioning Muslim Aid as their charity of choice.
3. Waqf & Legacy Giving	
Deliverables	● Lead the continued development of Muslim Aid's Waqf and legacy giving offer. ● Design donor propositions and communications that grow awareness and take-up of Waqf and legacy products among HNW and major donors. ● Review Waqf and legacy income and pipeline quarterly, reporting progress and recommendations to the Fundraising Lead.
4. Donor & Partner Stewardship	
Deliverables	● Provide a donor account management service that captures and maintains all aspects of the donor's profile, enabling targeted solicitation and improving overall conversion rates. ● Maintain accurate philanthropic and corporate database records, ensuring donor information remains current, accurate and GDPR-compliant. ● Review the philanthropic and corporate pipeline quarterly with the Fundraising Lead, agreeing cultivation priorities and stewardship plans for key relationships.
5. Team Leadership & Management	
Deliverables	● Line manage, coach and develop the Philanthropic & Corporate Officer, setting clear objectives and supporting their professional development. ● Complete a structured annual development review for the Officer, identifying training needs and growth opportunities. ● Ensure induction of any new team members within the team is comprehensive and supports a strong understanding of their role and the organisation.
6. Monitoring, Compliance & Safeguarding	
Deliverables	● Align philanthropic and corporate fundraising activity with GDPR, Fundraising Regulator standards and Muslim Aid's due diligence requirements for major donors and corporate partners. ● Escalate safeguarding, reputational or compliance concerns arising from philanthropic and corporate activity to the Fundraising Lead and Safeguarding Lead promptly. ● Ensure all philanthropic and corporate materials and communications are reviewed for ethical compliance and alignment with Muslim Aid's values before use.

KEY PERFORMANCE INDICATORS (KPIs)

Specific income targets to be reviewed and agreed with the Fundraising Lead. All KPIs are reviewed monthly/quarterly as indicated.

Area	KPI	Target / Frequency
Income	Philanthropic, HNW and corporate income vs annual target	Monthly; year-on-year growth
HNW	Growth in HNW donor numbers and retention rate	Annual; 5% donor growth, retention +2% p.a.
Corporate	% of new corporate targets converted to donating relationships	Annual target 25% conversion
Waqf & Legacy	Waqf and legacy income and new pledges secured	Quarterly; reviewed against roadmap

Area	KPI	Target / Frequency
People	Completion of annual development review for direct report	Annual; 100% completion
Compliance	Due diligence completed for all major donor and corporate relationships	Ongoing; target 100%

PERSON SPECIFICATION

Criteria	E / D	Assessment
QUALIFICATIONS		
Degree or higher in a relevant discipline, or equivalent professional experience	Desirable	Application
Membership of the Institute of Fundraising, or equivalent professional qualification	Desirable	Application
EXPERIENCE & KNOWLEDGE		
Significant experience in fundraising, corporate relationship management and/or HNW donor development	Essential	Application & Interview
Proven track record implementing a corporate, business or HNW donor strategy and achieving challenging income targets	Essential	Application & Interview
Experience developing donor strategies and reporting to senior leadership	Essential	Application & Interview
Knowledge of Waqf, legacy giving and Islamic philanthropic products	Desirable	Application & Interview
Knowledge of GDPR, Fundraising Regulator standards and due diligence requirements for major donors and corporates	Essential	Application
Experience managing or supervising others	Desirable	Application & Interview
SKILLS & ABILITIES		
Building and managing high-value stakeholder networks	Essential	Interview
Highly developed negotiation and relationship-building skills	Essential	Interview
Excellent written, verbal and presentation skills, with the ability to present professionally to senior stakeholders	Essential	Application & Interview
Strong budget management and analytical skills	Essential	Interview
Ability and willingness to travel as required, including to donor and corporate meetings	Desirable	Application & 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.

Competency	Definition
Communication	Listens actively, expresses ideas clearly and communicates information effectively in written and verbal forms.
Performance Management	Delivers organisational objectives through effective setting of SMART personal and team goals; holds self and others accountable.
Results Focused	Gets the job done efficiently through effective time, task and financial management; monitors and adjusts to achieve targets.
Leadership	Inspires, supports and develops others to achieve outstanding performance; models Muslim Aid's values in all interactions.
Stakeholder Influence	Builds and sustains trusted relationships with HNW donors, corporate partners and professional networks; translates relationships into sustainable income.
Islamic Values in Practice	Embodies and communicates Muslim Aid's Islamic ethos authentically; applies the principles of Zakat, Sadaqah, Waqf 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.