



ARTHRITIS ACTION

PHILANTHROPY FREELANCER - ROLE DESCRIPTION

Working with:	Deputy CEO
Hours:	2 days per week/15 hours per week
Contract:	Fixed-term (12 months). May be extended by mutual agreement
Location:	Flexible
Day rate:	Negotiable

About Arthritis Action

Arthritis Action is the UK charity giving hands-on, practical help to improve the quality of life of people affected by arthritis. We offer an integrated self-management approach, which looks at both the physical and mental health impact of living with arthritis. We support people living with musculoskeletal conditions through healthy eating advice, mental health resources, pain management techniques, Online Groups, employment support, and exercise advice and resources.

Purpose

We are seeking an experienced Philanthropy Freelancer to help us identify and nurture long-term relationships with major donors. We are looking for someone with a track record in major donor fundraising and philanthropy, a passion for healthcare, and the ability to work collaboratively with various stakeholders to drive growth and success.

Key Responsibilities

- Leading the development and delivery of Arthritis Action's strategy for engagement with philanthropic organisations and individuals, including an events and communications strategy for major donors.
- Cultivate a portfolio of philanthropic organisations and individuals to grow unrestricted and programmatic income.
- Develop and deliver clear operational plans for major donors which take into account the plans of other teams in order to capitalise on all opportunities at Arthritis Action.
- Provide insight and analysis to facilitate the development of the pipeline, KPI and financial performance monitoring.
- Working collaboratively and effectively with all teams and healthcare experts to develop pitches that attract funding from philanthropic sources.
- Creatively utilising the charity's resources and networks to maximise major donor income potential.
- Prospect Research Lead responsible for:

- a. Research of prospective philanthropic individuals/organisations to build Arthritis Action's pipeline of potential funders.
 - b. Ensuring compliance with due diligence procedures and processes.
- Developing and delivering compelling proposals, cases for support, presentations and programmes for potential funders.
 - Lead on creating and implementing donor cultivation events designed to meet the needs of our prospects and donors.
 - Ensure a strong pipeline of individual major donors is developed, maintained and tracked.
 - Ensure consistent and high standards of stewardship are applied to existing major donors and that opportunities to maximise funding are pursued.

Other Activities

- Monitor and evaluate activities and provide written reports.
- Ensure that the Charity meets its legal obligations with regards to fundraising, adheres to the Code of Fundraising Practice, and maintains its reputation through its fundraising activities.

You will have:

- A track record of securing five and six-figure gifts and multi-year pledges.
- Proficient experience in developing and nurturing relationships with philanthropic organisations, high-net-worth individuals or major donors.
- Experience developing high quality funding proposals for philanthropic audiences.
- Experience developing a pipeline of prospective major donors.
- Demonstrable experience of running effective donor stewardship programmes.
- A proven track record of converting prospects and managing relationships.

How to express interest:

Please send us:

- Your CV
- An expression of interest, detailing examples of relevant previous work
- Your availability
- Your day rate

Please provide both email and telephone contact information for yourself. Please email the above to iza@arthritisaction.org.uk. Freelancers must be eligible to work in the UK. Please note that only those short-listed will be contacted.

The deadline to receive the above is **midday on Monday 24 February**.

This is a freelance/contractor role, not an employment position. We look forward to hearing from experienced philanthropy professionals to help us carry out this important work.