Welcome to MQ

We’re MQ, the mental health research charity.

We transform lives through research, helping to create a future where mental illnesses are understood, effectively treated and one day prevented.

Our scientists investigate a huge range of conditions; depression, anxiety, schizophrenia, bipolar disorder, eating disorders and more. We’re bringing together everything from cutting-edge neuroscience to social studies to find the answers we need.

In everything we do, we’re driven by one certainty: research can transform what it means to experience mental illness, starting now and for every generation to come.

We’re here to make sure change happens.

In 2020, MQ is rolling out a major growth plans, underpinned by a new strategy to ramp up our engagement and income generation activities. In this pack, you will find information about the role you are applying for and the benefits we offer.

To apply for the role, please send us a CV and covering letter as soon as possible, outlining how you meet the requirements of the job.

We value all applications to MQ. However, as a charity, we aim to keep our admin costs to a minimum and therefore can only commit to contacting you if we are taking your application further.

Thank you for your interest in MQ and best of luck with your application.

Best wishes,

Helen Munn
Acting CEO
About the role

Job Title: Philanthropy Manager

Time Commitment: Full time
Based at: MQ HQ, London, EC1Y
Reporting to: Head of Philanthropic Partnerships
Salary: £35 (dependent on experience)

In 2020, MQ is rolling out major growth plans and ramping up our activity to put mental health research on the map. Our activities are underpinned by an ambitious new strategy to bring the public and scientists together to fund more research, faster.

To make this strategy a reality, we’re building an engaged support base of investors, corporates, Trusts and members of the public – all working with us to fund and champion world-class mental health research.

Major Gifts sits at the heart of our fundraising, engagement and research plans and has been the main source of income for MQ, as a young but advanced charity. We’re looking for an ambitious, experienced relationship builder to lead the development of our pool of major prospects and donors in order to secure philanthropic income.

What we’re looking for

This role will suit a skilled relationship builder with a background of securing 4/5 figure gifts from individual philanthropists and trusts and foundations, looking to move to a small but growing, enterprising charity.

Job specification

Key responsibilities

- Management of a pool of trusts, major donors and senior volunteers from £10k - £100K
• Maintain a balance between managing our current portfolio and proactively identifying and nurturing new major prospect relationships

• Help to manage a calendar of key cultivation and stewardship events

• Support Officer to manage MQ’s small trusts mailing

**Key activities**

• Manage and develop personally a portfolio of MQ's current and prospective individual and trust donors, raising significant funds in the form of major gifts

• As agreed with the Head of Philanthropic Partnerships, work towards key activity and income targets based on the prospect portfolio

• Work closely with the Head of Philanthropic Partnerships to organise key cultivation and stewardship events

• Work closely with the Head of Philanthropic Partnerships to manage the Major Gifts budget line. Responsible for meeting income objectives and other KPIs set for year, careful expenditure planning and accurate reporting on progress against budget throughout the year

• Work closely with the MQ team to develop productive working relationships in order to inform and support fundraising proposals and approaches and identify new opportunities for prospects

• Carry out targeted and systematic research to establish high value prospects utilising existing networks, the MQ database, search engines and referrals

• Work in tandem with Philanthropic Partnerships team to identify opportunities to transfer major donor prospects to corporate contacts and vice versa

• Work closely with the Philanthropic Partnerships team and Database Officer to deliver and track the added value of donors e.g. through challenge event fundraising, donating auction prize items and buying tables at special events

• Keep MQ’s central database up to date with all prospect actions

**Person specification**

**Key skills and attributes**

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<thead>
<tr>
<th>Requirement</th>
<th>Assessed through application</th>
<th>Assessed through test</th>
<th>Assessed through interview</th>
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<tbody>
<tr>
<td>Experience of developing strong philanthropic relationships with individuals and/or trusts and foundations, securing 4/5 figure gifts</td>
<td>x</td>
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<td>Experience of managing a pool of major donors and/or trusts and foundations</td>
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<td>Proactive attitude and evidence of experience in identifying and nurturing new major prospect relationships</td>
<td>x</td>
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<td>Evidence of ability to communicate effectively and confidently, able to tailor messages to supporters, produce a persuasive case for support, lead meetings with senior leaders and deliver compelling presentations and pitches to a range of audiences</td>
<td>x</td>
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<td>Evidence of strong written skills, ability to write proposals and updates</td>
<td>x</td>
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<td>Evidence of ability to develop, monitor and manage income and expenditure budgets</td>
<td>x</td>
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<td>Strong organisational and time management skills</td>
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<td>Tenacious with the ability to thrive under pressure</td>
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<td>Experience of Blackbaud’s Raiser’s Edge desirable but not required</td>
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<td>Ability to convey passion for MQ’s cause and the work that we do</td>
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<td>Willingness to work additional hours according to specific organisational demands</td>
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**MQ core values and behaviours**

In joining a small entrepreneurial team of around 20 staff, we want you to feel comfortable working in the spirit of all our values and behaviours. These are:

1. **Collaborative**: inclusive in approach, sharing expertise and offering support across all teams for the wider benefit of the charity
2. **Effective & Efficient**: results driven, continually working to improve personal and collective performance
3. **Inclusive**: continuous engagement and updating of all key stakeholders
4. **Entrepreneurial**: taking educated risks and implementing innovative solutions
Flexible working
As a mental health charity, staff wellbeing is of paramount importance. We operate a core hours policy (10-4) to encourage flexible working and staff can work from home where appropriate. A standard full-time working week is 35 hours, plus an hour for lunch breaks.

Holidays
Annual holiday entitlement of 28 days plus bank holidays.

Wellbeing
MQ is committed to ensuring the wellbeing of employees through a number of benefits:

- **Wellbeing allowance**
  MQ provides an allowance of up to £600 per annum for each employee to spend on activities that increase their wellbeing. This is paid through payroll and is taxable.

- **Cycle to work scheme**
  An interest-free loan is available to enable employees to purchase a bike and accessories, repaid via equal deductions from the employee’s salary over 12 months.

- **Employee Assistance Programme**
  All employees and their families have access to a 24-hour confidential advice and support line.

- **Counselling**
  Employees have access to a number of free face-to-face sessions, via the EAP scheme.

Sick pay
MQ provides enhanced sick pay, subject to certain criteria.

Pension
MQ makes contributions of 5% and employees make contributions of 3%.

Maternity leave
All pregnant employees or employees who are the main adopter are entitled to up 52 weeks maternity or adoption leave and, subject to certain criteria, enhanced maternity or adoption pay during this period.
Paternity leave
MQ provides up to 2 weeks paid paternity leave to the partner of a mother or main adopter.

Shared parental leave
MQ provides up to 50 weeks shared parental leave for employees to share with their partners. MQ will provide Enhanced Shared Parental pay, in line with enhanced maternity pay.

Season Ticket loan
An interest free season ticket loan is available, repaid via equal deductions from the employee’s salary over 12 months.

Development
We value employee development and review individual training needs through our performance management system. The Head of HR also runs internal development sessions for all staff through our training programme, MQ Academy.
MQ is committed to providing equal opportunities for all.

Please help us monitor the effectiveness of our equal opportunities policy by completing this form. This will be detached from the application form prior to assessment and kept separately to your application. This information will be used purely for statistical purposes.

Post applied for: ______________________

**Gender**

*Please put a tick next to the appropriate answer below:*

- Male  
- Female  
- Prefer not to say

**Disability**

MQ welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Having read this definition, do you consider yourself to have a disability?

- Yes
- No

**Ethnic Group**

The categories indicated below are those recommended for use by the Commission for Racial Equality. How would you best describe your ethnic origin?

- Bangladeshi
- Black African
- Black Caribbean
- Black Other (Please specify)
- Chinese
- Indian
- Irish
- Pakistani
- White
- Other (please specify)

**Nationality**

- UK
Other (please specify)

Thank you for answering these questions.