



Senior Philanthropy Manager

Job Title: Senior Philanthropy Manager

Responsible To: MEP Chief Executive Officer

Location: England

Terms and Conditions: 6-month fixed term contract which includes potential for a full-time position based on performance. Part Time: 20 hours per week | Hourly Rate Range: £50-£60 / hour

Overview of Role

Working for MEP Elephant Project UK (MEP UK), and under the guidance and direction of the Chief Executive Officer of Mara Elephant Project Trust in Kenya, this position will develop and enhance new and existing donor relationships in the United Kingdom, Europe, Asia, Australia, Gulf Cooperation Council (GCC) and New Zealand to support the work of Mara Elephant Project (MEP). This position plays an integral role in the MEP Fundraising Department by working closely with the management team based in Kenya and the USA and the MEP Elephant Project UK and Mara Elephant Project Germany (MEP Germany) Board of Directors to identify, develop and win grants from major institutional donors and corporates to build a sustainable portfolio to enable Mara Elephant Project to fund the work that is undertaken in Kenya. This role will support the development and implementation of fundraising strategies within the key identified areas and their work will increase giving in these areas.

Key Responsibilities

- Develop a comprehensive 3-year fundraising strategy for the United Kingdom and Europe in collaboration with the MEP Fundraising Department team.
- Manage the implementation of the UK/Europe fundraising strategy.
 - Engage MEP's network of ambassadors, trustees, board members and donors to contribute to the success of the strategy.
 - Under direction of the CEO, map a strategy for engagement of Global Patron to support MEP strategy.
- Identify new funders, foundations, philanthropic organizations and partners interested in supporting MEP's conservation initiatives with a focus on those based in the UK, Europe, Asia, Australia, GCC and New Zealand.
 - Create systems for integrating grant research into the institutional database.
 - Cultivate new partnerships that position MEP for new funding opportunities, either as the lead, or a partner within consortium bids.
 - Compile research data and insights to make recommendations about foundational funding opportunities.
- Provide grants management in the UK, Europe, Asia, Australia, GCC and New Zealand.
 - Alongside the Grants Manager, develop a grant proposal plan, outlining key approaches, timelines, and strategies for engaging prospective grantors.
 - Collaborate closely with the MEP Fundraising Department team to create compelling proposals that align with MEP's mission and priorities.
 - Review and assist in the development of strong grant proposals for opportunities globally.
 - Monitor compliance and grant terms and conditions.



- Ensure effective utilization of MEP's CRM system, Bloomerang.
- Support the MEP Fundraising Department to develop and regularly update short project briefs to be shared with prospective donors.
- Support the development of a methodology for donor mapping.
- Liaise with the MEP UK and MEP Germany Board of Directors to provide support for all UK, Europe, Asia, Australia, GCC or New Zealand based fundraising initiatives.
 - Support the CEO and trustees in the set up and establishment of MEP operations in UK and Germany.

The roles and responsibilities listed do not encompass the entirety of the job.

First Six Months Objectives:

- Engage the MEP UK and MEP Germany Board of Directors with a review of the UK / Europe Fundraising Plan and working alongside the MEP Fundraising Department revise the plan to reflect a realistic and effective approach to fundraising in the UK and Europe through 2027.
 - Communicate and organize a plan to execute the fundraising strategy.
- Attend all MEP UK and MEP Germany Board of Directors meetings as the staff liaison, communicating with the CEO and Executive Director on the latest fundraising activities and plans.
- Attend and contribute to the MEP Trust Communications and Fundraising Committee quarterly meetings.
- Attend a weekly Fundraising Department meeting.
- Work with the Grants Manager on refining MEP grant proposals, letters of inquiry and grant procedures.
- Identify more than 30 new grant opportunities in the UK, Europe, Asia, Australia, GCC and New Zealand with a high probability of success and total alignment with MEP activities.
 - Alongside the Grants Manager with approval from the CEO and Executive Director create a detailed road map for each opportunity.
- Write, edit and submit no less than 12 proposals for grant funders located in the UK, Europe, Asia, Australia, GCC and New Zealand.
 - Using in place processes, input grants into the MEP CRM system.

If you're interested in applying, please email your Cover Letter and CV to info@maraelephantproject.org with the subject "Senior Philanthropy Manager".