Job Title:	**Philanthropy Manager**
Reporting To:	**Head of Fundraising**

The Philanthropy Manager will oversee, develop, and deliver Midlands Air Ambulance Charity's High Value Giving programme, identifying, cultivating, soliciting, and stewarding high-value supporters capable of making transformational gifts.

The postholder will be responsible for both the management of existing high-value supporter relationships and the continued growth of the charity's philanthropy pipeline. Through effective relationship management, they will build meaningful long-term connections that increase philanthropic income and support the charity's strategic objectives.

The Philanthropy Manager will be an exceptional relationship builder and communicator, capable of engaging confidently with a wide range of supporters, trustees, and stakeholders, developing strong and enduring relationships that inspire significant philanthropic support for the charity.

Key responsibilities:

The responsibilities of the post will be undertaken in accordance with the policies, procedures, and practices of MAAC which may be amended from time to time.

High Value Donor fundraising

- Manage and develop a portfolio of high value donor prospects and existing supporters.
- Deliver agreed annual philanthropic income and pipeline targers.
- Deliver tailored cultivation, solicitation, and stewardship plans for each prospect.
- Undertake prospect research and wealth screening activities in accordance with data protection legislation and organisational policy.
- Conduct face-to-face and virtual donor meetings.
- Prepare personalised proposals, impact reports, and solicitations.
- Secure five and six-figure gifts where opportunities arise.

Relationship management

- Build strong relationships with philanthropists and influential supporters.
- Work collaboratively with the wider fundraising team, Executive Leadership Team (ELT), trustees, and ambassadors to open networks and identify prospects.

- Plan and oversee the delivery of high-value cultivation events and engagement opportunities.

Programme development

- Continue developing processes, systems, and reporting mechanisms already established.
- Maintain accurate records and pipeline reporting using the CRM.
- Monitor and report on income, pipeline value, and activity metrics.

Internal collaboration

- Work alongside Community Fundraising, Corporate Partnerships, Legacy and In Memory, Grants and Trusts, and Supporter Care teams.
- Develop compelling cases for support and donor communications.
- Support senior leaders when engaging high-value supporters.

Compliance and best practice

- Ensure all fundraising activities comply with relevant legislation, regulations, and sector standards, including:
  - Fundraising Code of Practice
  - Data protection (GDPR and PECR)
- Promote high standards of ethical fundraising and supporter care.
- Ensure appropriate processes, policies and controls are implemented and followed across all fundraising activities.

Additional requirements:

- Maintain and improve competencies through continuous professional development.
- Be flexible and carry out other associated duties that may arise, develop, or be assigned in line with the broad remit of the post.
- Work occasional weekends and evenings as required in accordance with the charity's operations.
- Travel across our six-county operating region as required to deliver the requirements of the role.
- Comply with all organisational policies, safeguarding requirements, and professional codes of conduct.

ADDITIONAL INFORMATION

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder. The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

CHARITY POLICIES & PROCEDURES

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

CONFIDENTIALITY

All employees must observe and comply with the requirements of the Data Protection Act 2018, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018, or associated legislation.

CONTINUING PROFESSIONAL DEVELOPMENT

There is a requirement to participate in the Charity's Personal Development and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

DISCLOSURE AND BARRING SERVICE (DBS)

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks every three years. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered 'spent'. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment.

DIVERSITY AND EQUAL OPPORTUNITIES

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

FREEDOM OF INFORMATION

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.

HEALTH & SAFETY AT WORK ACT

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS

Reducing risk is everyone's responsibility. All staff in the charity must attend training identified by the Chief Executive (or by the Business Manager). The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided. All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity" and specifically with reference to hand hygiene and aseptic techniques.

REGISTRATION

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**. NB:** It is your duty to ensure that your registration is kept up to date.

SAFEGUARDING

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

SMOKING STATEMENT

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

TRAVEL TO OTHER SITES

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.