Midlands Air Ambulance Charity
Person Specification Form

Midlands Air Ambulance Charity®

Job Title:	**Philanthropy Manager**	**Dept.:**	**Fundraising**

	Essential/Desirable	**Evidence**
A: EDUCATION QUALIFICATIONS AND TRAINING Level of education, specific qualifications, specialised training, training requirements for the job)	**Essential:** • Qualified to a Further and/or Higher Education Level *OR* relevant career experience which demonstrates equivalent academic skills • Evidence of continuing professional development **Desirable:** • Professional fundraising qualification (e.g. Chartered Institute of Fundraising qualification or equivalent). • Training in relationship fundraising, philanthropy, fundraising compliance, stewardship, or donor development.	Application Certificates CPD Portfolio Interview
B: EXPERIENCE (Length, type and level of work-related experience)	**Essential:** • Experience of major donor, philanthropy, high-value, trusts and corporate fundraising. • Proven experience of building and developing relationships with a range of stakeholders. • Experience of managing a portfolio of supporters, customers or stakeholders. • Experience of working towards income, financial or performance targets. • Experience of developing tailored engagement plans for supporters, customers, clients, or stakeholders. • Experience of prospect research and pipeline management. • Experience of preparing funding proposals, business cases or persuasive written communications. • Experience of using CRM systems and maintaining accurate records. • Experience of identifying opportunities to increase income, engagement, or stakeholder support.	Application Interview

	• Experience of planning, organising, and delivering projects, activities or events. **Desirable:** • Experience working within the charity sector. • Experience of the Access CRM system.	
C: SKILLS KNOWLEDGE ABILITIES (Range and level of skills, depth of knowledge required for the job)	**Essential:** • Outstanding verbal and written communication skills, with the ability to engage and influence a wide range of audiences. • Exceptional relationship-building skills, with the ability to establish credibility and trust with supporters and stakeholders. • Ability to communicate confidently with high net worth individuals, senior leaders, trustees, volunteers and professional advisers. • Ability to identify, cultivate and steward long-term relationships that lead to increased engagement and financial support. • Excellent organisational and project management skills. • Ability to work independently, prioritise workload and manage multiple activities simultaneously. • Strong attention to detail and accuracy. • High level of IT literacy and ability to use Microsoft Office packages and CRM/database systems. • Ability to work to a budget and produce reports, KPIs, and other metrics. • Ability to analyse information, identify opportunities and make informed recommendations. • Understanding of fundraising regulation and best practice. **Desirable:** • Understanding of Midlands Air Ambulance Charity and the wider Air Ambulance sector.	Application Interview CPD

D: APTITUDES AND ATTRIBUTES (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)	**Essential:** • A confident and professional ambassador for the charity. • Highly motivated self-starter with a proactive approach. • Relationship-focused and naturally skilled at developing rapport with others. • Entrepreneurial mindset with the ability to identify and pursue new opportunities. • Strong organisational and planning skills, with the ability to manage competing priorities and deadlines. • Resilient and adaptable, with the ability to work effectively in a developing income stream. • Discreet and able to handle sensitive and confidential information appropriately. • Solutions-focused with excellent judgement and decision-making skills. • Commitment to delivering outstanding supporter experiences.	Application Interview
E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)	**Essential:** • Full UK driving licence, access to own car, and willingness to travel across the charity's operating region. • Willingness to work flexibly, including occasional evenings and weekends. • Subject to satisfactory DBS and other pre-employment checks in line with MAAC policy.	Application Interview
F: PERSONAL QUALITIES AND VALUES	• **RECEPTIVE –** We define **success** as continuous improvement and aim for **excellence** in our lifesaving services and community projects • **RESPECTFUL** – we are a community-based organisation with a **'one team'** culture that embraces and encourages **honesty**. • **RESPONSIBLE** – we aim to create the best possible **future for everyone** and strive to place **sustainability** at the heart of everything we do.	Application Interview

	• **RELEVANT** – we are open to new ideas and ways of working, across our clinical and charity operations, providing total transparency to all stakeholders. • **RECOGNITION** – we **value our relationships** - with staff, supporters and the wider communities we serve - **working together** to achieve the best possible patient outcome.		

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties