Magpas AIR AMBULANCE

Role Description
Senior Philanthropy Officer

Income and Engagement

Role Summary

- Identify, develop and manage a portfolio of funders and donors including trusts, foundations and major donors to meet financial and non-financial targets
- Maximise income through the development of co-ordinated stewardship and relationship management
- Produce compelling proposals, reports, and presentations and deliver inspiring base tours.
- Prospect research and source funding for, and in relation to, specific projects and work programmes
- Manage an opportunity pipeline and ensure new funders are identified and approached
- Report progress against financial and non financial KPI's on a monthly basis
- Support the Philanthropy Manager with strategic projects to build and develop philanthropy at Magpas Air Ambulance

Responsibilities

Relationship management

- Manage and steward a portfolio of trusts, foundations and major donors in order to meet KPI's
- Build relationships with key stakeholders internally and externally to maximise success with donors, prospects and projects
- Prepare and produce compelling and tailored applications and proposals in order to secure funding
- Maximise income and engagement through the provision of excellent relationship management ensuring all funder/donor requirements are met and repeat gifts are secured
- Ensure funding is correctly allocated and used in line with the funder/donor's expectations
- Build meaningful relationships with Trustees, Senior volunteers and Advisors and other internal stakeholders to facilitate and support their work in relation to philanthropy and wider business objectives

Fundraising

- Work across the organisation to produce effective and impactful cases for support for Magpas Air Ambulance
- Identify and research potential charitable trusts, foundations, major donors and organisations
  Produce monthly pipeline, income and KPI reports to monitor progress and performance
- Identify tangible packages for funders to support and work closely with clinical and operations teams, the Philanthropy Manager, executive leadership team and other staff members to develop content for applications and reporting
- Contribute to the effective delivery and development of the fundraising strategy
- Keep up to date with the work of the organisation, identifying new fundraising propositions and identifying gaps in cases for support
- Initiate and secure single and repeat gifts
- Effectively use free databases to prospect research – adding all research to the fundraising database and viable prospects to the pipeline
- Contribute to network mapping, identifying sticky prospects and creating prospect profiles to support with fundraising
- Organise and manage all aspects of a small trusts mailing and councils mailing

Maintenance and monitoring

- Ensure effective recording of all fundraising activity and information on fundraising database (Donorfy)Follow prospecting processes to ensure prospects are accurately recorded in line with our defined parameters, keeping records up to date and data clean Monitor latest developments in fundraising and opportunities to develop and grow income streams particularly in relation to trusts, foundations and major donors

The responsibilities of this role will normally include all duties described in this Role Description and any additional or different duties, as may be required from time to time.

Person Profile

Qualities, Skills & Attributes

Essential

- Strong and open communication with excellent writing and proof-reading skills Experience in a senior fundraising role, raising four figure plus income, through trusts and/or major donors
- Experience of producing funding proposals, bid writing or producing tender documents
- Ability to identify and research prospects, and move them through the philanthropy giving cycle to cultivate and maintain long term relationships
- Experience of developing strong cases for support and compelling propositions
- Experience of leading funder meetings, presentations and tours IT skills, particularly with Microsoft Office, fundraising CRM systems and a familiarity with grant-making platforms and online application portals
- Ability to analyse and interpret financial and operational statistics and other complex data sets
- Ability to communicate confidently and appropriately with people at all levels internally and externally
- Experience of managing time, workload and priorities in fast paced environment with changing needs
- Self-sufficient and confident to make decisions within the boundaries of the role
- Proactively seeks out opportunities and makes recommendations for improvement across fundraising

Desirable

- Fundraising qualification
- Experience of working with Trustees, Alumni and Senior volunteers
- Experience of the air ambulance sector or similar emergency healthcare sector
- Educated to degree level or equivalent